

# Lake Travis Community Library Meeting Room Application



Organization name \_\_\_\_\_

Mailing address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Name of representative \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Meeting purpose \_\_\_\_\_

Expected number of attendees \_\_\_\_\_

Meeting date \_\_\_\_\_

Start time \_\_\_\_\_ End time \_\_\_\_\_

Do you plan to serve alcohol? \_\_\_\_\_

I have read the Lake Travis Community Library District Meeting Room Policy. I understand and agree to abide by the guidelines and rules described therein. Failure to abide by these rules may disqualify the organization from future use of the rooms. The user hereby indemnifies and holds harmless the Lake Travis Community Library, the Library Board, employees and volunteers from all liability directly or indirectly related to an event or meeting.

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Date

**FOR LIBRARY USE ONLY**

Application approved

Application denied

Reason for denial:

Signed \_\_\_\_\_ Date \_\_\_\_\_

Member contacted via \_\_\_\_\_