

City of Pinellas Park's Barbara S. Ponce Public Library

Application for Use of Meeting Room (rev. 1/2019)

Who Do You Represent?	
___ Government Agency	___ Informal group of Pinellas residents/Meet-Up
___ Florida registered 501(c)(3)	___ Informal group from outside Pinellas County
FEI # _____ (? sunbiz.org)	___ Non-profit registered in another state EIN# _____ (? irs.gov)

Group/Agency Name: _____

Website: _____ **Facebook Page:** _____

Topic/Objective of Scheduled Meeting(s) _____

Total # Participants Expected = _____ **# under age 21 =** _____

Party Signing This Application: _____

Phone# _____ **E-Mail:** _____

Alternative Contact Person: _____

Phone # _____ **E-Mail:** _____

Date(s) Requested *(One reservation per month; dates cannot be more than 6 months from today.)*

Calendar Date	Day of Week	Meeting Time <i>3 hour max setup-cleanup</i>	Room Assignment <i>(Library may substitute.)</i>	Amenities/Equipment Requested

On behalf of the applying agency, I have read the **Policy for Use of Library Meeting Rooms** and agree to enforce compliance with all participants in our agency's meeting. I understand that failure to comply with library policies or misuse or damage to library property may result in termination of future meeting reservations and possible legal action against me and/or my agency and other participating individuals. I also understand that this application form may be subject to public records law, per chapter 119 of the Florida Statutes.

Signed _____ **Date** _____ **Staff Approver:** _____