KELLER PUBLIC LIBRARY
Meeting Room Use Application

Please provide information about your group and meetings here. Submit your application in person or as a scanned document to libraryrooms@cityofkeller.com. We will respond to your request to use the rooms via email. If approved, the responsible party listed here may reserve specific dates and times according to library policy.

Name of your GROUP

(Please note that only nonprofit organizations and community groups qualify to reserve the room)

Name of Responsible individual

Library Card Number   **Phone Number**

Address

(Please note that parties outside the city limits must pay $25.00 per reservation)

Email

Description of Activity

Please describe in detail the types of activities you will conduct in the room, keeping in mind that parties, celebrations, ceremonies, and miscellaneous personal use are not permitted by library policy. Include how many participants you expect.

Initial

☐ I verify that I respresent a nonprofit organization or community group and will only conduct activities permitted by library policy during room use.

☐ I verify that I will be present at the group meetings and assume responsibility for damage to the room.

☐ I have read and understood the terms set forth in the library's meeting room use policy, including how to cancel my reservations.

☐ I understand that failure to follow library policy may result in denial of future use of the room.

_____
Signature of Responsible party

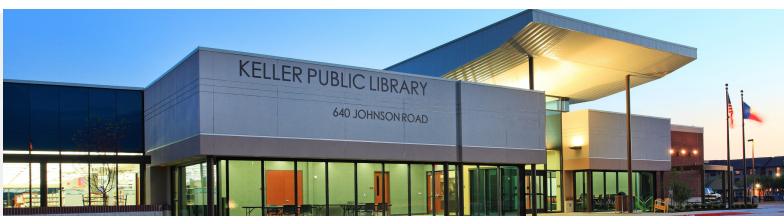**This application for use is** ☐ **APPROVED** ☐ **DENIED**

Reservations for this group are ☐ **FREE** ☐ **$25.00 each**

This application EXPIRES ON

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Signature of Library Representative

KELLER PUBLIC LIBRARY
640 Johnson Rd. Keller, TX 76248
817-743-4800
cityofkeller.com/services/library