



Library Meeting Room Application

Primary Contact: _____ Today's Date: _____

Organization _____ Phone: _____

Educational Cultural Civic Recreational

Address _____

Email: _____

I want to hear about other library services and updates by email. Yes No

Cuyahoga Falls Library Card Number _____

501c3 Number (Optional) _____ Chapter/Troop Number (Optional) _____

Date of Event _____ Start Time _____ End Time _____ Number of Attendees _____

Meeting Topic/Purpose _____

I have read the **Meeting Room Policy*** and agree to comply with the terms of use. I understand that while reserving and using the room is free, it is my organization's responsibility for any damage to the room and contents. It is understood that the library has no obligation or responsibility for damage, injury, loss, or disappearance of property or to persons for any reason in connection with the use of the premises. I understand that the library may cancel in the event of a closing. (i.e., weather, power outage, etc.) I also understand that alcohol, smoking, or use of tobacco is prohibited on library property.

***Meeting Room Policy:** fallslibrary.org/meeting

Signature of Primary Contact _____ **Date** _____

Please note: When not in use by the library, the meeting rooms are available 10:15 a.m. to 7:45 p.m. Monday through Thursday and 10:15 a.m. to 4:45 p.m. Friday and Saturday. Meeting room reservations are not confirmed until this completed form has been submitted and approved by designated library personnel. Groups may use meeting rooms one time per month. One time per month per organization, troop, or chapter. Reservations may be made no more than three months in advance. Setup, tear down and clean up are each group's responsibility.

Please email, return to the library's Admin Office, or mail completed applications.

Mail: Cuyahoga Falls Library Admin Office, 2015 Third Street, Cuyahoga Falls, OH 44221

Email: meetings@fallslibrary.org