

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

Application for Use of Meeting Room (rev. 7/2021)

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 # _____ Non-profit registered in another state
 (? sunbiz.org) EIN# _____ (? irs.gov)

Group/Agency Name: _____

Website: _____ **Facebook Page:** _____

Topic/Objective of Scheduled Meeting(s) _____

Total # Participants Expected = _____ **# under age 18 =** _____

Party Signing This Application: _____

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

Alternative Contact Person: _____

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

Rooms are available starting at 9:15 am. Rooms must be vacated by closing time.
 Library closing times through 9/5/2021: Monday -Thursday = 7 pm, Friday- Sunday = 5 pm
 New closing times effective 9/7/2021: Monday - Thursday = 8 pm, Friday – Sunday = 5 pm

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

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

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:** _____