

SALEM TOWNSHIP PUBLIC LIBRARY
535 WEST PIKE STREET
MORROW, OH 45152
513-899-2588 PHONE
513-899-9420 FAX

MEETING ROOM APPLICATION

COMPLETED APPLICATION MAY BE SUBMITTED IN PERSON, VIA FAX TO 513-899-9420, OR EMAILED TO KAREN BERTSCH AT bertschka@saalem-township.lib.oh.us

ONCE SUBMITTED, A LIBRARY STAFF MEMBER WILL CONTACT YOU TO INFORM YOU WHETHER THE MEETING ROOM APPLICATION IS APPROVED FOR THE DATE AND TIME REQUESTED.

TODAY'S DATE _____

DAY AND DATE ROOM REQUESTED _____

TIME: FROM _____ TO _____

ORGANIZATION _____

PERSON APPLYING _____

TELEPHONE # _____

EMAIL ADDRESS _____

TYPE OF MEETING _____

EXPECTED ATTENDANCE _____

WILL REFRESHMENTS BE SERVED? _____

The applicant agrees to return the library facilities to a clean and orderly condition at the end of the activity and to pay the cost of repair or replacement of any damage to the facilities or equipment. The library will not be responsible for damage or loss of materials used or left in the building. The applicant also agrees to adhere to the rules of the meeting room policy and to ensure that no member of the group violates the rules.

SIGNATURE OF APPLICANT _____