



Application for Use of Program Room/Gazebo

Facility: Upstairs Program Room Gazebo Downstairs Program Room

Date Requested: _____ Time Requested: _____ to _____

Organization _____

Person Applying: _____ Position in Group: _____

Address: _____

Telephone: _____ Email: _____

President of Organization (if applicable): other contact _____

Presidents Address: _____ Presidents Telephone: _____

Type of Meeting: _____ Activity: _____

Any Special Requirements or Equipment Needed: _____

Expected Attendance: _____ (Upstairs Program Room: 21 seated, 46 standing. Gazebo: 24 seated or standing. Downstairs Program Room: 49 seated or standing)

Will Refreshments Be Served: _____

Certification of Liability Insurance OR Waiver of Indemnification

Applicant understands that requested dates are **NOT** confirmed by completing and submitting this application. All applicants will receive written notification from the Kent Public Library confirming or denying requested dates.

The applicant agrees that the Program Room or Gazebo will be left in acceptable, un-littered condition and table and chairs returned to the positions in which they were found.

The applicant accepts liability for either damage to Library facilities or loss of Library property

The Library assumes no responsibility for equipment or personal articles belonging to applicants or their guests.

Date: _____

Signature: _____

For Internal Use Only

Approved: _____

Notified: _____

Authorized Signature: _____

Date: _____