

DRIFTWOOD PUBLIC LIBRARY APPLICATION TO USE A MEETING ROOM

Library Hours:

Monday – Saturday: 10 am – 6 pm; Sunday: 1 – 5 pm

The Community Room seats about 40 people

Date of Application: _____

Contact/Organizer’s Name: _____

Group Being Represented: _____

Mailing Address: _____

Phone: _____ Email: _____

Date of Event: _____ Times (including set-up and clean-up): _____

Est. # of Attendees: _____

What is the purpose of the meeting, and what activities will take place?

Will you require assistance with technology? Yes: _____ No: _____

Will refreshments other than water be served at the meeting? (If **yes**, a **\$50 deposit** will be required):

Yes: _____ No: _____

Will your meeting be open to the public? (If **no**, a private room-use **fee of \$10/hour** will be required at the time of application): Yes: _____ No: _____

Will participants be required to pay in order to attend the meeting? (If **yes**, a Commercial Room-use **fee of \$30/hour** will be required at the time of application): Yes: _____ No: _____

I have read and agree to comply with the room rules set forth by the Driftwood Public Library. I further agree that I am personally responsible for the report of damage to equipment and facilities and for the replacement of stolen equipment or furnishings that may occur during my group’s occupation of the room. I agree that Driftwood Public Library will not be held liable for injuries to person or property that may result from the activities described above. I further agree to defend and hold harmless the Driftwood Public Library and City of Lincoln City, their agents, employees, volunteers, and representatives from any and all claims which may arise from injury, loss or damage as the result of this application and my use and my group’s use of the meeting room.

Applicant Signature: _____

Date: _____

All completed and signed applications must be returned to:

Ken Hobson, Driftwood Public Library

801 SW HWY 101, suite 201, Lincoln City, OR 97367

Phone: 541-996-1242; Email: librarian@lincolncity.org