

**MEETING ROOM APPLICATION**  
Plattsmouth Public Library

This Meeting Room Application (“**Application**”) must be completed and returned by the individual (the “**Applicant**”) who is requesting to use the Plattsmouth Public Library meeting room or other available facilities (the “**Facilities**”) for a meeting, program, or similar event (the “**Event**”) to be held by Applicant’s organization or group (the “**Organization**”).

**Applicant’s Information:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Name of Organization:** \_\_\_\_\_

**Facilities Requested:** \_\_\_\_\_

**Description of Event:** \_\_\_\_\_

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_ End Time: \_\_\_\_\_

As the Applicant and authorized representative of the Organization, I hereby apply to use the Facilities as indicated above. I have read the [Library’s policies available on the City of Plattsmouth’s website](#) (“**Policies**”), including the [Library’s Meeting Room Use Policy](#), and I have submitted this Application with a full understanding and acceptance of such Policies. If this Application is accepted, I will advise all attendees of the Event that their use of the Facilities is subject to the Policies, and I will use my best efforts to ensure that all attendees of the Event comply with the Policies. I agree, both individually and on behalf of the Organization, (a) to be responsible for any loss or damage to Library property caused by the Organization or any attendee of the Event; (b) to promptly pay any charges for special cleaning or repairs assessed by the Library in connection with the use of the Facilities for the Event; and (c) to indemnify and defend the Library, the City, and their employees from any claim, demand, suit, or cause of action which may arise out of the use of the Facilities for the Event, except those claims, demands, suits or causes of action arising due to the negligence of the Library, the City, or their employees.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Applicant’s Title

\_\_\_\_\_  
Date