

Gallery Use Request Form

Group / Organization: _____

Has this group used the Gallery before? Yes No

Name of person requesting use of room: _____

Phone _____ Email _____

Do you have a Hays Public Library card? Yes No

Date/Time requested: ___/___/___ am/pm to ___ am/pm

Purpose: _____

Is this event open to the general public? Yes No (Events must be open to the public.)

List any materials that will be used during the event: _____

Have Public Performance Rights been obtained? Yes No

Estimate number of attendees: _____

Requested setup (tables, chairs, arrangement): _____

Will food or beverages be served? Yes No

Kitchen area must be returned to its prior condition at the time the event ends, before the library closes.

The Library adds all events to the public calendar found at <http://www.hayspublib.org>. The Library does not do any outside promotion, press releases, etc. unless provided by the individual or organization. Prior to use of the space, Library Administration reserves the right to review any materials that will be used during the event.

The Library Director reserves the right to deny requests if they violate policy.

I, as an individual or a representative of a group or organization, accept responsibility for any damage or loss of library equipment incurred to the Library as result of use of library meeting space. By signing below, I am attesting that I have read in the Library's **Program and Meeting Room Services Policy** and agree to abide by all terms and conditions stated therein.

Signature: _____ Date: _____

Staff Use Only:

Date Received: _____ Received By: _____ Approved: yes no