

**APPLICATION
OAKMONT CARNEGIE LIBRARY
APPLICATION FOR CONFERENCE ROOM USE**

Applicant must comply with the Oakmont Carnegie Police Section IV Community Relationships Series 4000 Policy #4001 Conference Room Use. Applicant must complete this form and return it to the library along with a refundable deposit of \$50 at least 21 days in advance of the proposed meeting date.

Meeting day: _____ Meeting Date: _____

Meeting time From _____ until _____

Room requested: Oak Red Oak White Oak

Name of Organization: _____

Contact Person: _____

Street Address: _____

City: _____ -State: _____ Zip: _____

Daytime Phone: _____ Evening Phone: _____

Email address: _____

Website address (if applicable): _____

I certify that this organization is a 501(c)(3), non profit organization and that I am duly authorized to represent it. Yes ___ No ___

This organization is a for-profit organization and will pay all fees associated with library room usage as outlined in this policy Yes ___ No ___

Contact Person's Signature _____

Please indicate any needs you may have for your event on the lines below:

		Library Use Only		
Deposit Received By	Date Received	Date Approved	Deposit Refunded by	Date Refunded

Approved by Library Director _____

Date of Approval _____ Non-profit _____ For profit _____