



720 North Oak, Newton, Kansas 67114 · 316.283.2890 · Fax: 316.283.2916 · www.newtonplks.org

**NEWTON PUBLIC LIBRARY
APPLICATION FOR USE OF MEETING ROOM**
(Please Print)

Date Requested _____ Time Requested _____

Name of Group _____ Non-Profit ____ For-Profit ____

Person Applying on behalf of Group _____ Phone _____

Position in Group _____ Email _____

Mailing Address _____

Number of Persons Expected to Attend: Adults _____ Minors _____
(under 18 years)

Room Requested: Bessmer Room ____ Board Room ____

Type of Activity _____

Check All Applicable for Meeting: Open to the Public ____ Closed Meeting ____ Admission Fee ____
Food/Drink ____ Arts or Crafts ____ Selling Product/Solicitation of Funds ____

Meeting Room Equipment Request: Video Conference ____ Computer ____ LCD Projector ____
Projection Screen ____ Overhead Projector ____ Sound System/Microphone(s) ____

The applicant has been furnished a copy of the regulations governing the use of the meeting rooms at the Newton Public Library. The applicant and group agree to follow all rules and regulations, pay fees (if applicable) and to return library facilities to a clean and orderly condition at the end of the activity. The Newton Public Library Board of Trustees and the Library staff are not responsible for any loss, damage, liability, cost and/or expense incurred during the use of the meeting room. The applicant and group assume full responsibility for injury and for any damage to the premises, equipment and furnishings during the use of the room(s).

\$ _____
Fee (if applicable) _____ Signature of Applicant _____ Date _____

Approved ____ Disapproved ____ _____
NPL Authorized Signature

Fee Received: \$ _____ By: _____ Fee Refunded: \$ _____ By: _____ Date: _____

Comments: _____