whatcom county library system

Meeting Room and Facility Use Application

Program date or schedule:

Information about Program:

Program Name:	Alternate name people may use for program:
Name of Organization:	Contact Person:
Street Address/P.O. Box:	Contact Business Phone:
City/State/Zip:	Contact Home Phone:
Do we have permission to give your name & phone number to the public?.....	☐ Yes ☐ No
Will food and/or beverages be served?.....	☐ Yes ☐ No

Meeting Schedule: **Fees:**

Date(s) requested: OR describe a schedule of multiple meetings:		Received $ Date: By staff:
Schedule begin date:	Schedule end date:	Fee Waived ☐ By staff:
Meeting start time:	Meeting end time:	Reason for waiver:

Meeting must end 15 minutes before the library closes. *Meetings which run over the scheduled time will be charged the fee for one full hour ($20.00) for any fraction over an hour. The charge for meetings during closed hours is $20.00/hour.*

Facility Requested

WCLS Facilities with Meeting Rooms:	Maximum occupancy	WCLS Facilities (no separate meeting rooms)
☐ Blaine Library Meeting Room	60 (seating for 50)	☐ Everson
☐ Deming Library Meeting Room	58 (seating for 40)	☐ Island
☐ Ferndale Library Large Meeting Room	80 (seating for 60)	
☐ Lynden Library Meeting Room	80 (seating for 60)	
☐ Lynden Library Conference Room	10 (seating for 10)	

The undersigned applicant assumes all and exclusive responsibility for the preservation of order and the sole and exclusive liability for any injury of persons, and damage to, or loss of property that may result from this use of library facilities. Further, the undersigned applicant has read the Whatcom County Library System's Meeting Room and Facilities Use Policy and agrees to comply with this policy.

Applicant Signature: Date:

Manager Signature: Date:

Check out at end of meeting:

Actual Attendance:	The facility is in acceptable condition: ☐ Yes ☐ No
Accepted by Library designee:	**AND** Applicant: