



culture, education, information @ your community library

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Serving Lincoln, Royalton and Baroda Townships & the Villages of Baroda and Stevensville

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APPLICATION FOR PERMISSION TO USE MEETING ROOMS AT THE LIBRARY

NAME OF ORGANIZATION \_\_\_\_\_

I have received and read the conditions involving the use of the library meeting rooms and agree to be responsible for conformance with them. I agree to furnish all personal liability insurance for the use period and release the Lincoln Township Public Library from any liability for damages resulting from the use period. Any damages to property belonging to the Lincoln Township Public Library during the use period or as a result of any actions by the user, shall be paid by the user on the demand of the Lincoln Township Public Library.

APPLICANTS NAME \_\_\_\_\_  
(please print)

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ TOWNSHIP \_\_\_\_\_  
(Lincoln, Royalton, Baroda or other)

TELEPHONE NUMBER \_\_\_\_\_

Is there a name and telephone number we may give out to people inquiring about this group or event?

NO \_\_\_\_\_ YES, SAME AS ABOVE \_\_\_\_\_ OR YOU MAY GIVE OUT THIS INFO:

CONTACT NAME \_\_\_\_\_

NUMBER \_\_\_\_\_

If this request is for a regular occurring meeting, how frequently does the group meet?  
(i.e. every Wednesday, every third Monday of the month, twice a year etc) Please note, as a general rule the library can not schedule multiple meetings for any more than three months in advance.

Would you like the library to keep this application on file for the rest of the calendar year? Only the person who's signature appears above may schedule meetings under this application.

YES \_\_\_\_\_ NO \_\_\_\_\_

