

CHESTERFIELD TOWNSHIP LIBRARY MEETING ROOM APPLICATION

Room capacity as determined by the Charter Township of Chesterfield Fire Department is 42.
No more than 42 persons can be in the room at any time.

One date per application

Day/Date of Use	Start Time	End Time	Date of Request
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Name of Organization

Name of Responsible Party	Position in Organization
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Address

Telephone

Purpose of Meeting	Number Attending
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REFRESHMENTS **YES** **NO** (circle one)

Insurance Company*	Policy #
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***Organizations without insurance must designate a responsible party with homeowners/liability insurance.**

By signing this form the applicant acknowledges that s/he has read the meeting room policy and agrees on behalf of the above named organization to conform to all rules, regulations, and responsibilities as set forth on this application.

Signature

APPROVED **DISAPPROVED**

Director, Chesterfield Township Library

Date

Adopted May 13, 1997 Chesterfield Library Board of Trustees