



---

Will there be any items for sale, charges, fees, donations, or other expenses for attendance or participation?

**(restrictions and fees may apply)**

YES    NO   If YES, explain \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Will there be a need for audiovisual equipment?

YES    NO   Equipment needed \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Each group is responsible for set up and use of audiovisual equipment. Please see a library staff member for a list of audiovisual equipment available for public use at each location.

Each branch meeting room is equipped with tables and chairs. Please see a library staff member for a list of additional items available for public use. Each group is responsible for furniture and equipment set up and take down for its meeting.

The organization applying for permission to use library spaces, through its named representative, agrees to abide by policies and regulations of the library with regard to such spaces, facilities, and equipment. **All programs and meetings scheduled during library hours shall conclude 15 minutes prior to library closing.** Doors to meeting rooms must remain unlocked during public programs allowing for public participation. Public inquiries concerning meeting room use will be answered from information supplied on this application.

Applications will be accepted beginning **May 15** (for July through December dates) and **November 15** (for January through June dates). Applications expire **June 30** (for meetings held January through June) and **December 31** (for meetings held July through December).

I have read and understand the Salt Lake City Public Library meeting room guidelines and regulations and agree to abide by them.

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant's representative signature \_\_\_\_\_ Date \_\_\_\_\_

*(required if applicant is under 18 years of age)*