



**Bruton Memorial Library
Meeting Spaces**

LIBRARY MEETING SPACES are made available to individuals, groups, or organizations in accordance with policies.

Please allow several business days for review of your application. Additional documentation may be required for proof of affiliation and/or non-profit status.

Official Name of Group or Organization _____

Parent or Affiliate Organization _____

Organization website _____

What purpose, function or use do you plan to make of the library meeting space? _____

Does your group or organization discriminate in its membership requirements? _____

Dates and times requested _____

Expected Attendance _____

Name _____ Library Card # _____

Mailing Address _____

Day Phone _____ Evening Phone _____ Mobile _____

Email address _____

Other members authorized to make reservations _____

Your group is responsible for setting up the room and cleaning up after the meeting.

For valuable and sufficient consideration, the receipt of which is hereby acknowledged, _____ (organization) hereby agrees to indemnify, save and hold City of Plant City, its officers, agents and employees, and the Bruton Memorial Library Board, harmless from any and all claims, regardless of cause, which are connected with or related to the use of the meeting space, including, but not limited to, claims for personal injury, death, disability, property damage, loss or damages of any kind, attorneys' fees and court costs.

By signing below, I am attesting that I have read the Library's Meeting Spaces policy (See policy BML-105) and agree to abide by all items and conditions stated therein.

Signature

Date

Staff Use Only:

Date Received _____ Received By _____

Department Head _____ Date application approved _____

Please submit application in person or email it to brutonmeetingspaces@plantcitygov.com