



Room Reservation Application

Thank you for your interest in reserving a meeting area at the Hennessey Public Library for your group or organization.

Instructions: Complete this form and return to the Library Director.

Name (Group/Organization): _____

Name of Person Reserving: _____

Cell Phone (of Person Reserving): _____

Purpose for Use of Meeting Area: _____

Number of Participants Expected: _____

Will There Be Food and/or Drink: yes no

Event Date (Month/Day/Year): _____

Reservation Start Time (Include AM/PM): _____

Reservation End Time (Include AM/PM): _____

Meeting Area Requested:

- Auditorium—200 people
- Brick Café and Hallway (Hospitality Center)—30 people
- History Center—20 people
- Children's Play Area—25 people
- Teen Room—12 people
- Study Tables—8 people
- Reference Room—10 people

Release and Waiver: I agree to waive, release and forever discharge any and all claims, rights and causes of action against the Hennessey Public Library and Town of Hennessey and their respective officers, officials, employees, and agents for injury or damage caused or alleged to be caused during my usage of the Library.

Assumption of Risk: Further, I understand and voluntarily assume all risks associated with using the Hennessey Public Library for my group or organization's meeting. This waiver and release of all claims and assumption of risk is intended to be as broad and inclusive as permitted by the laws of the State of Oklahoma. If any portion of this document is held invalid, the remainder shall continue in full force and effect.

I have read and agree to abide by the Hennessey Public Library's Meeting Room Usage Policy.

Signature: _____

Print Name: _____

Date: _____

FOR OFFICE USE ONLY

Request: Approved / Not Approved

Request Reviewed By: _____

Date Request Reviewed: _____

If Not Approved, Reason Why: _____
