



LOUTTIT LIBRARY MEETING ROOMS APPLICATION:

Community Center, Small Activity Room & Large Activity Room

10/16/2024 revision

Name: \_\_\_\_\_ Library Card # REQUIRED: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Request type:  I am the Responsible Party for a Nonprofit Organization or Community Group:

Group Name: \_\_\_\_\_ Group's Federal Tax ID# \_\_\_\_\_

or  I would like to host a Private Party,\* West Greenwich Taxpayers only, (See fees below)

or  Other, please describe: \_\_\_\_\_

Date Requested: / / Start Time: : End Time: :

List ALL activities planned for the space: \_\_\_\_\_

NO FOOD OR BEVERAGES OTHER THAN WATER ARE PERMITTED IN THE ACTIVITY ROOMS.

Louttit Library Meeting Spaces may only be used in accordance with the attached policies. All requests are subject to approval by the Louttit Library Board of Trustees. Reservations may be cancelled at anytime to accommodate entities conducting official business for the Town of West Greenwich. Applicant acknowledges receipt of a copy of the attached policies and agrees to their terms. I, the undersigned, have reviewed and agree to all Meeting Room Policies and terms of use. Signed: \_\_\_\_\_ Date: \_\_\_\_\_

TO BE COMPLETED BY STAFF ONLY:  W.G. Resident  Out of Town Resident  <\$10 Card Fines

Designated space:  Activity Room Small  Activity Room Large  Community Center

\*FEES: There is a required donation of \$150 (nonrefundable cash or check) and a \$50.00 damage deposit (refundable, check only, ) for use of the Community Center. Rooms will not be calendared until both fees have been paid, and the application and policies have been reviewed and signed.

Donation  CASH or Check # \_\_\_\_\_ Damage Deposit Check# \_\_\_\_\_

(The Donation may be made in cash or by check the Damage Deposit is payable by Check only)

Date Received: \_\_\_\_\_ Date Calendared: \_\_\_\_\_ Staff Initials \_\_\_\_\_ 10/17/24