

Hartland Public Library Application for Program Room Use

Do You Qualify?

- Have you read the Library Program Room Usage Policy?
- Is your non-profit club or organization based in Waukesha County?
- Is your meeting or program free of charge?
- Do you represent a club or organization? The Program Room may not be reserved for individual use.
- Your organization is limited to one meeting per month.
- Application forms are available at the library or at www.hartlandlibrary.org
- Completed forms may be submitted in person at the library; sent to 110 E. Park Ave., Hartland, WI 53029; or emailed to hplinfo@hartland.lib.wi.us.

Do not consider the Program Room booked for use until you have received written confirmation!

Meeting Date _____ Time _____

Name of your organization _____

Purpose of meeting _____

The undersigned, on behalf of the above named organization, has read and agrees to comply with the policies, procedures and regulations governing the use of the library Program Room. The applicant shall indemnify and hold harmless the Hartland Public Library, its employees and Board of Trustees from any damages for personal injury or property damage. The applicant assumes all and exclusive responsibility for the preservation of order and the sole responsibility for any injury to persons, damage to library facilities or library or personal property, or loss of library or personal property that may result from the use of the Program Room at the Hartland Public Library.

Your name _____

Address _____

City/ZIP _____ Email Address _____

Phone # _____ Estimated Attendance _____

Date of Application _____ Signature _____

For Library Use Only

Taken by

Approved?

Date Notice Sent