CONTACT INFORMATION

Applicant Name:   
Organization Name, if any:   
Phone Number:   
Email:

EVENT INFORMATION  
Programs must be during Library hours and **must end 15 minutes before closing**.   
Set-up and clean-up time must be included in reservation.

Date Requested:

Start Time: End Time:

Library Hours: 10am-8pm Monday-Thursday 10am-5pm Friday & Saturday

MOVIE INFORMATION

Movie Title:  
Runtime:   
MPAA Rating:

Movie Source: [ ] DVD/Blu-Ray Disc [ ] Streaming Service [ ] Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] I have submitted a signed copy of the library’s meeting space policy.

[ ] In requesting use of the library meeting room, I affirm that the information provided in this request is true and that I have read the Policy Statement of the Library Board with regard to the use of the meeting room. I affirm that I am eligible and that I will accept all provisions of the policy.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Movie Theater Rules and Information  (See Meeting Space Policy for more information) |
| - The applicant is responsible for any damages to equipment or the space  - **No food or drinks (other than water) inside theater at any time.**  - Refreshments can be served and consumed in the lounge area immediately outside the theater  - Instructions given by library staff members must be followed at all times  - The applicant is responsible for following copyright law regarding public performances and rules regarding advertising licensed public movie screenings  - Reach out to the library for more information regarding licensing and public screenings if needed  - The theater is equipped with a DVD/Blu-Ray Player, NVIDIA PC, and Xbox 360, all of which have   internet access  - The theater has 21 seats, with room for wheelchair access in the front row  - The applicant is responsible for providing the movie or item to be screened  - For help with finding a movie, please see the circulation staff at the library |