



PUBLIC LIBRARY

### Study Room Reservation Application

**Please note: Rooms are not booked/reserved until the library receives a completed form and the applicant receives confirmation of the reservation from a library staff member. A reservation application is only valid for the calendar month of the first meeting date.**

*Instructions: Completely fill out the application and return it to the Seguin Public Library. Reservations may be made up to one (1) month in advance. Individuals/Groups/Organizations are limited to one (1) room reservation per day for up to four (4) hours per day, and no more than three (3) reservations per week. Reservation hours do not carryover from day to day or week to week. The person who signs the application is responsible for all the requirements of the Study Room.*

Name of Individual filling out application: \_\_\_\_\_

Name of Group/Organization: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Email (required): \_\_\_\_\_

Meeting Purpose: \_\_\_\_\_ Number of Attendees (max of 4): \_\_\_\_\_

Meeting Date	Time	Room	Staff Use Only		
			Date Room Scheduled	Scheduled By	Notes

- I understand that no admission fee, registration fee, donation or monetary solicitation may be sought from meeting attendees.
  - I understand that the room is not sound proof and only low-level talking is permitted. I understand that headphones are required when using audio.
  - I understand that only light refreshments or snacks are permitted in the study room and foods with strong odors and/or staining capabilities are not permissible and that drinks must be covered with secure tops.
  - I understand that if I fail to arrive or notify staff within 15 minutes of my reserved time, I forfeit my reservation.
  - I understand the room must be vacated 15 minutes prior to closing.
- Initials:

**I hereby apply for use of the Seguin Public Library Study Room. I have read the Study Room Policy and agree to follow the terms and conditions as stated in policy. I understand that I will be responsible for any damage, loss or cleaning expense that may result in the use of the space.**

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_