



3600 Market Street, Suite 550 Philadelphia, PA 19104

## APPLICATION FOR USE OF A MEETING ROOM

Organization Name				
Address				
Date(s) Requested				
Time (Availability limits: Monday-Friday 8AM-5PM)	From		Until	
Proposed Use				

Is your organization a local non-profit community organization? (circle)    Yes    No

Total Number of People      \_\_\_\_\_

Room Setup Request:

- ☐ Board Room Style
- ☐ Classroom Style
- ☐ U-shape Style (for speaker or projector)

### RESTRICTIONS:

Use of meeting room facilities is subject to all existing laws, fire code regulations, city ordinances and regulations. Smoking and vaping are strictly prohibited.

Light refreshments and use of the HSLC break room are permitted.

Authorized users of the library meeting rooms will be held financially responsible for any damage to any portion of the facility, contents, or any equipment during such use. Groups that fail to clean up after use will be invoiced for custodial services.

The organization's publicity shall in no way imply that HSLC is sponsoring the group's meeting nor endorsing its aims unless permission to do so is specifically granted.

**I, the undersigned representative, acting on behalf of the organization, hereby release Hosting Solutions and Library Consulting (HSLC), its officers, agents, employees, sponsors, organizers, and all leaders assigned by them, from liability for any damage and injury to any person or thing in connection with the use of HSLC facilities. I understand that failure to comply with the above restrictions by myself or any other in the organization or group may result in the suspension of meeting room use privileges.**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

Return to Maryam Phillips - [phillips@hslc.org](mailto:phillips@hslc.org)