

**TUSCARAWAS COUNTY PUBLIC LIBRARY SYSTEM  
MEETING ROOM USE FORM**

*The use of library meeting rooms is free, but donations will be accepted  
to assist in the cost of maintaining meeting room facilities.*

**Due to COVID-19, those using a meeting space must follow current health guidelines.**

**Meeting room set-up and maximum capacity in the meeting space will also be based on the current guidelines.**

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

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Meeting Date \_\_\_\_\_ Meeting Time \_\_\_\_\_

Briefly describe your meeting/event:

\_\_\_\_\_  
\_\_\_\_\_

I am at least 18 years of age and have read the Tuscarawas County Public Library System Meeting Room Policy and agree to abide by its provisions.

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**TO BE COMPLETED FOLLOWING THE MEETING BY LIBRARY STAFF**

Attendance at Meeting \_\_\_\_\_

Concerns/Comments:

\_\_\_\_\_  
\_\_\_\_\_

I have checked the meeting room upon the completion of the aforementioned group's use of the Library's facilities and have found the room to be in good condition, with no excessive cleanup or repair of furnishings needed.

\_\_\_\_\_(Staff Initials / Date)

I have checked the meeting room upon the completion of the aforementioned group's use of the Library's facilities and have found excessive cleanup or repair of furnishings needed. \_\_\_\_\_(Staff Initials / Date)

**Action Taken:**

- FMX Ticket Issued for Cleanup or Repair
- Library Director or Designee Notified of Cleanup or Damage