

**IDA GROVE PUBLIC LIBRARY**  
**Heritage Room Use Application**

Group Name: \_\_\_\_\_

Representative Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Are you:      nonprofit club/organization                    Government agency

Purpose of Meeting: \_\_\_\_\_

Will there be a charge for materials associated with the program?      Yes      No

Are you requesting use of the room on a recurring basis for your group or organization, i.e. monthly?      Yes      No

\*If yes, please review the following statement:

*I have read the Heritage Room policy in its entirety. I understand that the Heritage Room is a community space open to all, not a dedicated meeting place. I acknowledge that recurring reservations are not permitted. I recognize that it is my responsibility to contact the library each month to request use of the room for the desired date. I also understand that reservations are made on a first-come, first-served basis to ensure equal access to library resources and spaces.*

I agree to comply with all policies and guidelines as outlined. I agree to be responsible to the Ida Grove Public Library for the use and care of library property and facilities. I understand my responsibilities include:

- *Removing any trash or debris from library premises and returning furniture to its proper place at the conclusion of the meeting*
- *Paying for any damage to library property and equipment in connection with the use of the Heritage Room*
- *Enforcing the meeting room and library's behavior policies*
- *Keeping group contact information updated with the library, including filing a new application yearly*
- *Informing a library staff member that the meeting has ended and returning the key (if applicable)*

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