

Polk County Library
Bolivar **Meeting** Room Application
Phone: 417-326-4531

Group/Company Name: _____

Primary Contact: _____

Phone: _____

Secondary Contact: _____

Phone: _____

Purpose of Meeting: _____

McDaniel Meeting Room: Meeting Room (Capacity 50)

Date Requested: M _____ D _____ Y _____

Start Time: _____ **End Time:** _____

Organizations and individuals may reserve the Bolivar meeting room up to 4 hours of use per day for a **non-refundable fee of \$25.00**. A \$5.00 fee is assessed for each additional hour. All groups and individuals must submit a **\$25.00 refundable deposit per use**.

Equipment Request:

Equipment use requires advance scheduling. The library is not responsible for equipment failure or incompatibility.

DVD Player

Video Conferencing (Zoom)

Projector

The undersigned, on behalf of the above named organization, hereby indicates that he/she has read and agrees to comply with the policy and procedures governing the use of all Polk County Library meeting spaces. The undersigned assumes all responsibility for the preservation of order and the sole responsibility for any injury to person, damage to the Library facilities, Library or personal property, or loss of Library or personal property that may result from this use. The Polk County Library system will not be responsible for any materials, equipment, or personal belongings left in the building. Person or Organizations holding events assume responsibility for damage to rooms, equipment, or contents.

The user/use permit holder agrees to hold harmless Polk County Library System Board for any injury or damages to the person or property of any person in the use of said premises or incurred during users/use permit holder's use of said premises and to defend that users/use permit holders' expense, any legal action that may be brought against the Polk County Library System Board, the City of Bolivar, the City of Humansville, the City of Fairplay, the City of Morrisville or its agents, officers, board members or employees for the personal injury and/or property damage during the period of use.

Current Date: _____

Signature: _____

Fee: _____ P/N Deposit _____ P/N

Staff Initials: _____

*The videoconferencing systems and associated hardware in the conference and meeting rooms are available through the **Pandemic Response Grant - Video Conferencing Setup** grant project. The awarded amount for the grant is \$17,240.00 in ARPA funds. This project is supported by the Institute of Museum and Library Services under the provisions of the American Rescue Plan Act as administered by the Missouri State Library, a division of the Office of the Secretary of State.*

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