

**Application for Use of
Russell County Public Library Meeting Room**

_____ **Honaker Community Library**

_____ **Lebanon Library**

_____ Date of Reservation _____ Time to Enter _____ Time to Leave

Name of Organization _____

Address Organization _____

Name of Individual Making Application _____

Phone Number _____ Number in Group _____

Type of Activity _____

Fees: (due at application) \$25 Cleaning Deposit if food is present
After library hours: \$25.00 per hour for library staff, PLUS
\$20.00 for Honaker
\$40.00 for Lebanon

Total Paid _____

Equipment needed _____

By signing this application, you agree that the facility will be used in conformity with the posted rules and regulations of the Russell County Public Library and the Virginia State Fire Prevention Code. You also agree to accept responsibility for any property damage to the Meeting Room and its contents and to see that groups have proper adult supervision. It is hereby also understood that library activities have priority for the use of the Meeting Room.

Library staff must be present in the building at all times during the period of use.

Signature

Date of Application

Approved:

Library Director
(or designee)

Date