



401 N. Douty Street
Hanford, CA 93230
(559) 852-4005

LIBRARY MEETING ROOM APPLICATION

PLEASE PRINT

Name of Organization

Name of person filing application

Address

Daytime Telephone Number

Please describe the Nature of the Planned Meeting:

Date Requested:	
Time Requested:	
Anticipated Number in Attendance:	

PLEASE CAREFULLY READ THE FOLLOWING:

- Meeting room rental rates: **\$60.00** for four hours; and an additional **\$15.00** per hour for anything over four hours (up to 8 hours.)
- Occupant load of the meeting room is not to exceed 50 persons.
- Users of the meeting room must supply their own audio/visual, or any other special equipment.
- The meeting room **MUST** be cleared 30 minutes prior to the library closing (Monday-Thursday at 5:30 p.m., Friday-Saturday at 1:00 p.m.). Please see our webpage for hours of operation. Usage before or after closing will be approved on a case-by-case basis.
- Meeting room fees will be waived for Kings County agencies only.
- Cancellation of the meeting room must be made 48 hours prior to the reservation. There will be no refund of fees if cancellation is received less than 48 hours prior to the reservation.
- Fees must be received prior to use of the Meeting room. We accept cash, check or money order made payable to: Kings County Library
- Please mail completed Application and Fees to:
401 N. Douty St
Hanford, CA 93230
Attention: Farrah Canseco

I agree to follow the guidelines set forth in the attached Kings County Library’s Meeting & Facility Use Policy. I am also responsible for making sure my group follows the same policy. _____

Initial

Signature