



Kings County Library



401 N. Douty Street  
Hanford, CA 93230  
(559)582-0261 ext. 103

**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:**

1. Meeting room rental rates: \$30.00 for four hours/\$60.00 for anything over four hours (up to 8 hours.)
2. Occupant load of the meeting room is not to exceed 50 persons.
3. The meeting room is NOT accessible to the handicapped.
4. Users of the meeting room must supply their own audio/visual, or any other special equipment.
5. The meeting room MUST be cleared 30 minutes prior to the Library's closing (Monday-Wednesday at 7:30, Thursday at 5:30, Friday-Saturday at 4:30).
6. Meeting room fees will only be waived for Kings County agencies.

**I agree to see that my group observes the Library's regulations for meeting room use.**

\_\_\_\_\_  
Signature

**NO REFUNDS FOR MEETING ROOM BOOKINGS**