

SMITH PUBLIC LIBRARY
APPLICATION FOR USE OF SMALL BUSINESS CENTER
Approved by the Library Board, December 10, 2018

Note: The Applicant must have a Smith Public Library Card and present it at check-in and check-out of the room. All applicants must check-in and check-out at the Help Desk in the Adult Reference Department. A staff member is required to unlock the Small Business Center at the beginning of the meeting and lock it after the meeting.

Date of Application: _____

Name of Organization: _____

Date of Meeting: _____ **Expected Attendance:** _____

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

Purpose: _____

Brief Description about the topic (highlight its purpose):

Applicant's Name: _____

Applicant's Library Card Number: _____

Address: _____

E-mail: _____

Telephone Number: A.M. _____ P.M. _____

I have read and understand the Smith Public Library Small Business Center Policy and I agree to abide by its rules and regulations.

Print Name: _____

Signature: _____

For Staff Use Only:

(_____) Approved (_____) Declined

By: _____

Library Administration

Date: _____