



201 S National Avenue
Fort Scott, KS 66701
620 223-2882
fortscottlibrary@yahoo.com

Application for use of the events room
(Please Print)

Date Requested _____ Time Requested _____

Name of Group _____

Person Applying on Behalf of Group _____ Phone _____

Position in Group _____ Email _____

Mailing Address _____

Number of Persons Expected to Attend: Adults _____ Minors _____

Type of Activity _____

Check All Applicable for the Program: Open to the Public _____ Closed Meeting _____

Food/Drink _____ Arts or Crafts _____

The applicant has been furnished a copy of the regulations governing the use of the events room at the Fort Scott Public Library. The applicant and group agree to follow all rules and regulations, pay fees if applicable, and return library facilities to a clean and orderly condition at the end of the activity. The Fort Scott Public Library Board of Trustees and the library staff are not responsible for any loss, damage, liability, cost and/or expense incurred during the use of the events room. The applicant and group assume full responsibility for injury and for any damage to the premises, equipment, and furnishings during the use of the room.

\$ _____
Deposit Signature of Applicant Date

Approved _____ Disapproved _____
FSPL Authorized Signature

Deposit Received \$ _____ By: _____ Deposit Refunded \$ _____ By: _____ Date: _____

Comments _____
