

Bertram Library
170 N. Gabriel
Bertram, TX. 78605
Phone: 512-355-2113 Fax: 512-355-3323

Staff Contact: sdruell@burnetcountylibrary.org

RESERVATION APPLICATION

MEETING ROOM (Max. Occupancy: 37)

Organization Name _____

Approximate number attendees _____

Meeting Date _____ **Time** _____ **to** _____ Include set up & clean up

Meeting Purpose _____

Organization Function & Information _____

_____ **Initial** I/We are aware that the library publicizes information about groups in library calendars, promotions and articles in public media (including print, digital and e-formats).

_____ **Initial** if we have your permission to provide your name and phone number/email to persons requesting more information about your group.

Contact Person _____ Day Phone _____

Address _____

City _____ State _____ Zip _____ Email _____

Alternate Contact Person _____ Phone _____

Email _____

*You and your group have the Burnet County Library System Meeting Room Policy, fully understand and agree to the provisions and limitations as stated in the policy and accept responsibility for securing the building.

_____ **Initial** I understand key return policy- after hours keys are returned through the library after hours book drop, located in the alley.

Signature of person responsible for arrangements _____ Date _____

Driver's License# _____

Key Check-Out: Library Staff initials _____ **Key #** _____