# Facility Use Request Form

Ira H. Hayes Memorial Library · 94 N. Church St., Sacaton, AZ 85147 · (520) 562-3225

GILA RIVER INDIAN COMMUNITY
TRIBAL EDUCATION

To request use of the library for a training, meeting or event, complete this form and return it to library staff. Requests are not confirmed until approved by the library.

## CONTACT INFORMATION

**Name** _____ **Date of Request** _____

**Department / Organization** _____

**Phone** _____ **Email** _____

## EVENT DETAILS

**Type of use:** ☐ Training ☐ Meeting ☐ Event ☐ Other: _____

**Event Title** _____

**Requested Date(s)** _____ **Expected # of Attendees** _____

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

**Setup Time** _____ **Cleanup Time** _____

*Note: The library is closed daily from 12:00 – 1:00 PM for lunch. Please plan your event around this time.*

**Is this event open to the public?** ☐ Yes ☐ No

## SPACE & EQUIPMENT NEEDED

**Space:** ☐ Main Library Area ☐ Children's Area

**Equipment:** ☐ Public Computers ☐ Free Public Wi-Fi ☐ Other: _____

*Note: Seating is limited to the tables and chairs already in the library. No additional tables or chairs are available.*

**Will food or drinks be served?** ☐ Yes ☐ No

**Description of event / additional needs:**

## AGREEMENT

- I agree to follow all library rules and policies during the use of the facility.
- I and all of my guests will treat the library, its staff, books, computers and furniture with respect.
- I am responsible for my guests and will make sure they follow library rules. Children must be supervised by an adult at all times.
- I am responsible for any damage to the library or its property caused by my group.
- I will leave the space clean and in the same condition it was found, within the cleanup time listed above.
- I understand the library may cancel or reschedule if the space is needed for library programs.

**Signature** _____ **Date** _____

### FOR LIBRARY USE ONLY

☐ Approved ☐ Denied **Reviewed by** _____ **Date** _____

**Notes** _____