

**Louisville Public Library: Application for Public Meeting Room Use**  
951 Spruce Street | Louisville, CO 80027 | 303-335-4815 | fax: 303-335-4833 | eowen@louisvilleco.gov  
Please allow 2-3 business days for processing and notification.

Today's Date

Organization or Group

Responsible Person TO BE IN ATTENDANCE

Address

Telephone Number

E-mail

Organization or Group Type

Organized, non-profit group which offer philanthropic, educational, or cultural programs to the community

For-profit business located in Louisville or Superior

Requested Meeting Date

Expected Attendance

Time of Reservation - May not exceed 4 hours and must include time needed for setup and clean up.

Time of Meeting/Event

Purpose or Description of Meeting/Event

Requested Space

1st Floor Meeting Room: Max 70

2nd Floor Board Room: Max 30

No Preference

Does your Meeting/Event Require A/V? If yes, please describe. \*

\*Prior authorization and training are required to use A/V. The responsible party is required to receive an orientation on the A/V equipment prior to the meeting. Please make arrangements by calling 303-335-4815.

Will refreshments be served?  
If yes, please describe. \*

\*Boxed lunches and light refreshments (beverages and snacks) are permitted. Beverages with red or purple dye are not permitted in the Meeting Room.

In consideration of being permitted to use a Library meeting room, the user, on behalf of itself and its members and invitees, hereby releases and agrees to indemnify the City of Louisville and the Louisville Public Library from and against any and all liability, claims, and demands resulting from the use of such meeting room by the user, its members, and invitees. **I have read and accept the terms of the [Meeting Room Policy](#), and I will be the person held responsible to see that they are followed.**

Signature of Responsible Person TO BE IN ATTENDANCE

Date

Confirmed and Scheduled by:

Date

Assigned Space

1st Floor Meeting Room

2nd Floor Board Room