

Ellensburg Public Library Co-Sponsorship

of an event at the Hal Holmes Community Center

Events may have their fee reduced or waived if the following guidelines are agreed to.

- For each event, a separate completed application must be submitted and approved by the library director.
- An event may be scheduled up to three months in advance.
- An individual/group may have up to 3 co-sponsored events on the Hal Holmes Center calendar at one time.

Event Title:		
Applicant name:		
Cell Phone:	Work Phone:	Home Phone:
Email:		

Event Date :
Advertised Event Start Time:
Holmes Center Access Needed:
Time Holmes Center Vacated:

To qualify for Library Co-Sponsorship the following must be agreed to: (Please initial each)

___ The event will be free and open to the public.

___ The event will be advertised to the public.

___ Advertisements will include the phrase “Co-sponsored by the Ellensburg Public Library” and the library logo.
(<http://www.ellensburglibrary.org/co-sponsor-logo.jpg>)

___ The Ellensburg Public Library will be allowed to display relevant materials during the event.

___ The event attendance will be reported to the Library Director, 962-7252 or library@cityofellensburg.org.

___ One representative will be designated for all coordination with Holmes/Library staff.

Representative Name (If different from above):			
Cell Phone:	Work Phone:	Home Phone:	Email:

How does this event enhance the cultural and/or educational aspects of our community?

Yes No Will products or services be available for sale to the public?

Yes No Will vendors/ displayers be charged a fee to participate

I agree to indemnify, defend and hold the City of Ellensburg, its officials, employees and agents harmless from and against any injuries, death, damage and liabilities arising from my negligent or wrongful use of the facilities.

Applicant Signature _____ Date _____

Approved by _____ Date _____

Recommended Category 1 2 3 4 5
(free)

To remain eligible for future consideration of Library Co-Sponsorship, the above agreements must be fulfilled.
Please return completed form to: Library Director's Office - 209 N. Ruby St. - Ellensburg, WA 98926