



GUAM PUBLIC LIBRARY SYSTEM
Sisteman Laibirihan Pubbleko Guáhan
A Division of the Department of Chamorro Affairs
Government of Guam



Honorable Edward J.B. Calvo
Governor of Guam

Raymond S. Tenorio
Lieutenant Governor of Guam

Johnny G. Sablan
DCA President

NIEVES M. FLORES MEMORIAL LIBRARY
GOVERNMENT OF GUAM

USE OF THE BOARD CONFERENCE ROOM

The Board conference room is available for use by civic organization, cultural and educational organizations. The room is not available for social gathering, religious services or commercial purposes. The room can seat twelve (12) people.

Groups desiring to use the Board conference room must check with the Administrative Support Unit for scheduling.

The Board conference room may be used free of charge, only during hours the library is open from Monday through Thursday (9:15 a.m. – 4:30 p.m.)

Requests to use the Board Conference Room must be made 24 hours prior to the function date.

Conditions and Limitations

1. Nieves M. Flores Memorial Library assumes and shall bear **no responsibility** whatever for personal injury to any member, affiliated person, guest, invitee or licensee of the using organization, or for loss of, or injury or damage to any property of the using organization, its members, affiliated persons, guests, invitees or licensees.
2. The using organization and its individual members, jointly and severally, assume and shall bear full responsibility for loss of, or injury or damage to, any property of the Nieves M. Flores Memorial Library, as shall be caused or inflicted by the using organization, its members, affiliated persons, guests, invitees or licensees.
3. The using organization shall leave the meeting room and facilities in clean and orderly condition.
4. Smoking is not permitted.

No tacks, nails or cellophane tape are to be placed in or on doors, walls or furniture.



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APPLICATION FOR USE OF
BOARD CONFERENCE ROOM

The Board conference room of the Nieves M. Flores Memorial Library is available for meetings of area cultural, civil and education organizations. The room is not available for social gatherings, religious services or commercial purposes. Library sponsored meetings will have priority in scheduling.

Permission to use the Board conference room, if granted is strictly governed by the conditions and limitations which appear upon the second page of this application.

NAME OF ORGANIZATION: _____

DATE(S) OF MEETING(S): _____

TIME MEETING WILL CONVENE: _____ **WILL ADJOURN:** _____

PURPOSE OF MEETING: _____

PROBABLE NUMBER TO ATTEND: _____

CONTACT PERSON:

NAME: _____

ADDRESS: _____

TEL. NO: _____

 SIGNATURE OF APPLICANT