



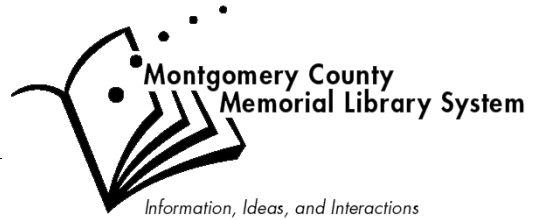
APPLICATION FOR LITTLE FREE MCMLS SITE INSTALLATION

Must be a publicly accessible location within Montgomery County



MONTGOMERY COUNTY MEMORIAL LIBRARY SYSTEM
104 I-45 North, Conroe, TX 77301-2720

Little Free MCMLS Application



Return Completed Form To:

Montgomery County Memorial Library System
ATTN: Library Administration
104 I-45 North
Conroe, TX 77301-2720

(PLEASE PRINT)

GENERAL INFORMATION

Date of Application: _____

Please Check Applicable Box

Who will be the point of contact for the installation and maintenance of the Little Free MCMLS?

<input type="checkbox"/>	Individual
<input type="checkbox"/>	Organization

Primary Applicant Name: _____

Library Card Number: _____

Organization Name (if applicable): _____

Address: _____

Daytime Phone: (_____) _____ Evening Phone: (_____) _____

Email Address: _____

Provide Additional Contacts if possible:

Additional Contact: _____ Phone: (_____) _____

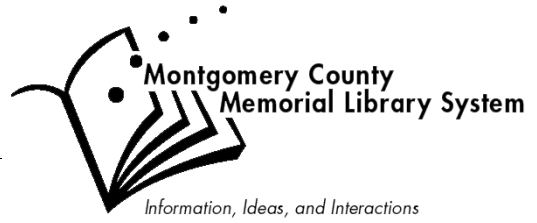
Additional Contact: _____ Phone: (_____) _____

Additional Contact: _____ Phone: (_____) _____

Additional Contact: _____ Phone: (_____) _____

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SITE INSTALLATION DETAILS

Requested Installation Date: _____

Where would you like for the Little Free MCMLS to be installed?

Please Check Applicable Box

<input type="checkbox"/>	Indoor
<input type="checkbox"/>	Outdoor

Installation Site Address: _____

GPS Coordinates, if known: _____

Is this within Montgomery County? YES NO

Will the installation need HOA Approval? YES NO

Is the installation site property owned by the Applicant? YES NO

If not, then who owns the property? _____

Prior approval must be given by the property owner and/or HOA before installation can take place.

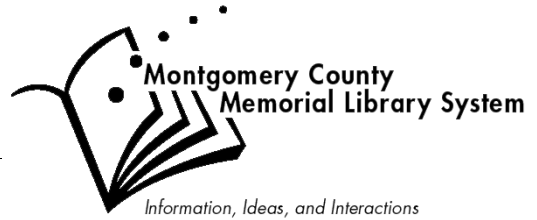
Will the installation site be accessible 24/7? YES NO

If not, then what hours a day will the Little Free MCMLS be available to the public? _____

Provide additional details about the installation site – be specific (ex. front of building to left of sidewalk)*:

*Feel free to include a photograph or other documentation of the proposed site to supplement this application.

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LITTLE FREE MCMLS CHECKLIST

Please read the checklist carefully and **initial** each item for agreement.

The individual signing and initialing this application is responsible for knowing the rules associated with becoming a caretaker of the Little Free MCMLS and for communicating those rules to the other members of the Organization, if applicable. **Individuals or groups who fail to comply with these requirements may be denied future use of the Little Free MCMLS.**

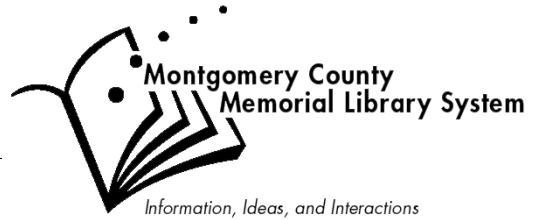
Initials	Applicant acknowledges and agrees to the following:
	The Little Free MCMLS Applicant, as well as the installation site's Property Owner (if not the Applicant), must be willing to sign a Memorandum of Understanding governing the details of the site installation and ongoing interactions associated with the project.
	Installation of the Little Free MCMLS may be subject to changes with limited notice.
	<p>The caretaker of the Little Free MCMLS is responsible for ongoing communication with Library Administration, and should notify Library staff immediately in the event of the following:</p> <p>Collection Maintenance: Communicate the need for Library staff to add more books and materials.</p> <p>Damage to Property: Vandalism or naturally-occurring damage due to weather or other issues.</p> <p>Solicitation: Unapproved distribution of non-Library materials in the Little Free MCMLS.</p> <p>Theft: Removal of all or any part of the Little Free MCMLS structure or its contents.</p> <p>Other Issues: Applicant should report any other relevant issues to Library staff, as necessary.</p>
	Library responsibilities include the installation and, if requested, the removal of the exhibit, plus furnishing additional materials for the collection as necessary. Caretaker responsibilities include mostly observation and communication with Library Administration, as needed.
	Site installation of the Little Free MCMLS must be within Montgomery County boundaries, and should not be relocated, except by County personnel.
	Library Administration has the final authority to approve or deny requests for the installation of the Little Free MCMLS on an Applicant's property.

Applicant's Signature: _____ Date: _____

Applicant's Printed Name: _____

Organization/Group, if applicable: _____

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USE AGREEMENT

USE AGREEMENT:

APPLICANT SHALL INDEMNIFY COUNTY AND HOLD COUNTY HARMLESS FROM AND AGAINST ANY INJURY, CLAIM, PROPERTY DAMAGE OR LOSS SUFFERED BY ANY PARTY AND ANY CLAIM, LEGAL SUIT, LEGAL ACTION, AWARD OR COST, INCLUDING ATTORNEYS FEES, ARISING FROM THE LITTLE FREE MCMLS BEING INSTALLED ON THEIR PROPERTY.

Applicant's Signature: _____ Date: _____

Applicant's Printed Name: _____

Organization/Group, if applicable: _____

If Applicant is a Minor, under age 18:

Parent or Guardian Signature: _____ Date: _____

Printed Name: _____

Property Owner Information (if different from above):

Property Owner's Signature: _____ Date: _____

Property Owner's Printed Name: _____

Daytime Phone: (_____) _____ Evening Phone: (_____) _____

Email Address: _____

FOR OFFICE USE ONLY

Approval Status: Approved Denied Pending (See Comments Below)

Installation Date: _____

Comments: _____

Signature of Administrative Staff: _____