

Application For Meeting Room Use

Date & Time Requested _____

Requesting Conference Room/Community Room? _____

Group Name _____

Expected Attendance _____

Purpose of Meeting/Program _____

Contact Person _____

Address _____

Phone _____

Second Contact Person _____

Phone _____

The names and home numbers listed on this form may be released to patrons with inquiries concerning the meeting?

_____ Yes _____ No

The purpose of this meeting/program listed on this form may be published on the library website calendar?

_____ Yes _____ No

I understand the policies governing the use of the library meeting rooms and equipment and agree to comply with them.

Applicant signature _____ Date _____

Application approved _____ Date _____

Library Director