

Application to Use the Meeting Room

Name of Organization _____

Name of Person Making Reservation _____

Address _____

Phone Number _____

Type of Function _____

Date Needed _____

Time From _____ To _____

Number of People Expected _____

Will refreshments be served? Yes _____ No _____

If yes, what? _____

I have read the Library policy on the use of Library facilities and will assume responsibility for compliance with the rules.

Signature _____

Application Approved _____

Date _____