

## Meeting Room Use Application Form

Date of Application \_\_\_\_\_

Name of the organization \_\_\_\_\_

Topic or purpose of the meeting \_\_\_\_\_

Name of the individual filling out application \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number Home: \_\_\_\_\_ Work: \_\_\_\_\_

Date(s) meeting room is required: \_\_\_\_\_

Time of day the room is needed Starting \_\_\_\_\_ Ending \_\_\_\_\_

I have read the Meeting Room Use policy and understand my responsibilities. I will abide by the policies.

Signature \_\_\_\_\_

Library Employee making reservation \_\_\_\_\_

Date: \_\_\_\_\_