



APPLICATION FOR USE OF MEETING ROOM

Organization Name: _____

Purpose of Meeting: _____

Date(s) needed: _____

Time: FROM _____ TO _____

Please indicate any necessary room arrangements, i.e. number of chairs, tables, audio-visual equipment, etc.....

The applicant is responsible that the meeting be conducted in an orderly manner and that the room be returned to the neat, clean and orderly condition in which it was found.

I have read the regulations governing the use of the meeting room at Lee-Whedon Memorial Library and accept the responsibility of representing the above named group.

Signed _____

Address _____

Phone _____

APPROVED: _____

Date: _____