REQUEST FOR USE OF LIBRARY FACILITIES

To: The Library Director

The ________________________________ requests the use of the Library
(Organization)

Meeting Room for ____________________________ for ________ people on
(Type of Activity) (Number)

________________________ from __________ to ___________. No admission will be charged and the
(Specify Date) (Time) (Time)
event/meeting will be open to the public.

Summary of Activity __________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Requests must be made at the office of the Library Director at least one week in advance of the
date of the intended use and not more than three months in advance. It is understood that the
undersigned will be personally responsible to see that all regulations of the Board of Trustees are
observed and that the group or organization will be responsible for damage resulting from misuse
of the facilities.

CHECK LOCATION AND EQUIPMENT DESIRED

Small Study Room [ ] Large Conference Room [ ]

# Of Chairs _______ # Of Tables Other (specify) __________________________

White Board

Name of person responsible ____________________________
(Print Name)

Signature of person responsible __________________________

Address ________________________________ Home Phone ______________

Alternate person to contact __________________________ Business Phone _____________

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Request for permission to use facilities is granted

_____________________________________________ _______________________
Library Director Date