APPLICATION FOR USE OF PUBLIC MEETING SPACES

Date(s) Requested: ________________________________

Space Requested: ______ Meeting Room (36 Capacity) ______ Patio ______ Study Room

Time(s) Requested: From: ________________ To: ________________

Hours Available: Mon-Thurs 9:00 a.m. to 6:45 p.m., Fri 9:00 a.m. to 5:45 p.m., Sat 9:00 am to 3:45 p.m.

Organization: ________________________________

Use: Non-Profit: _____ Business: _____ Personal: _____

Representative: ________________________________ Telephone number: ________________________________

Address: ______________________________________

Purpose of Meeting: ________________________________

Expected Attendance: ________________________________

Please check items for use in Meeting Room only:

_______ Chairs
_______ Screen
_______ Easel
_______ TV/VCR/DVD
_______ Coffee pot large _____ small _____

Tables 30" X 72" (8 available)
Tables 18" X 72" (4 available)
Marker board and markers
LCD Projector and Laptop
Laptop Lab ___1 ___ 2

Special Arrangements: ________________________________

The applicant agrees to abide by the enclosed Woodruff Memorial Library Meeting Room Rules and Regulations. The applicant also agrees to leave the Library facility in a clean and orderly condition at the end of the activity. The applicant is responsible for any repair or replacement due to damage to the facility or equipment. The Library will not be responsible for damage or loss of materials used or left in the building.

Signature of Applicant __________________________ Date __________________________

LIBRARY USE ONLY

Approved: ________________ Date Notified: ________________ Fee Collected: ________________

Comments: ________________________________