

Meeting Room Application

Please print:

Today's Date: _____

Date Requested: _____

Time: _____ No. Of People: _____

Applicant Information:

Organization/Group Name: _____

Address: _____

Phone No: _____

Name & Phone No. of Applicant: _____

Chairs and tables are available for use in the Meeting Room

Agreement - I have received a copy of the Beardsley & Memorial Library's policy governing the use of the Meeting Room and understand that once signed, this signifies my organization agrees to abide by the conditions specified therein.

Signature of Authorized Representative

Office Only: Received by: _____ Date: _____

Date Given to Director: _____ Approved _____ Not App _____

Date Notified: _____ Signature: _____