

## CONFERENCE ROOM USE APPLICATION

Applicant/Organization \_\_\_\_\_

Program Description/Meeting \_\_\_\_\_

### Reservation Details:

Date \_\_\_\_\_ Time \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Authorized representative completing the application:

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Telephone \_\_\_\_\_

E-mail Address \_\_\_\_\_

### Agreement

I hereby apply for use of meeting room space as specified above and agree to the policies, procedures, and regulations and requirements as set forth above which I acknowledge that I have received, read, and understand.

For the Applicant/Organization

For the Library

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name & Title

\_\_\_\_\_  
Print Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Fee \_\_\_\_\_ Received \_\_\_\_\_