

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 _____