

Elizabeth Jones Library

Application For Use of Meeting Room or Conference Room

1) Name of Organization _____

President's Name _____

President's Phone Number _____

2) Nature of Meeting and/or Program

3) Approximate Number Expected _____

4) Date of Meeting _____

5) Time of Meeting _____

PLEASE BRING anything you may need for the meeting...such as 30 gallon garbage bags, Extension Cord etc.

The undersigned representative of the organization agrees that this meeting will be held in accordance with the regulations set up by the Board of Trustees concerning the use of the library's meeting / conference room. The undersigned representative of the organization hereby understands and assumes responsibility for any infraction of the regulations and any damages to the library property incurred during or in connection with the use of the meeting room.

"I have read and understand and agree to all regulations and policies"

Printed Name _____

Title of Organization _____

Address _____

Telephone Number _____

Approved By: _____ Date _____