

Application For Use of Meeting Room Facilities Washington County Public Library

Please read our Meeting Room Policy before completing this application.

Date(s) and hour(s) requested:

For each date requested, give date, beginning time and ending time. Include time for room set-up and breakdown. WCPL staff is not responsible for and may not be available to assist in the set-up/arrangement of the meeting room. Room fees are \$10/hour up to \$50 per day for the Small Board Room and up to \$75 per day for the Large Conference Room. A \$25 surcharge is added if food/drinks are served. Application form and fee(s) must be submitted at least seven (7) days prior to dates requested and is not official until approved by Library Director. Payments must be received at the time reservations are being made. Users will be expected to return the meeting room tables, chairs and equipment to the state of which it was found.

Information about the person completing the application:

Name: _____ Organization _____
 Daytime Phone: _____ Evening Phone: _____ Fax: _____
 Address: _____ Email: _____
 City: _____ State: _____ Zip: _____

Information about the individual or group holding the meeting:

Organization or group name: _____
 Phone number _____ Fax _____
 Address: _____
 City: _____ State: _____ Zip: _____

Purpose of Meeting _____

(Library meeting rooms are not available for commercial/business ventures):

Room Requested: Small Board Rm. _____ Large Conference Rm. _____ Piano _____

Date _____ **Time: From** _____ **To** _____ **Group Size** _____

Fee Total: _____ hrs X \$10 = _____ + **Serving Food?** N / Y \$25 = _____ **Fee Paid?** Y / N

Date _____ **Time: From** _____ **To** _____ **Group Size** _____

Fee Total: _____ hrs X \$10 = _____ + **Serving Food?** N / Y \$25 = _____ **Fee Paid?** Y / N

Date _____ **Time: From** _____ **To** _____ **Group Size** _____

Fee Total: _____ hrs X \$10 = _____ + **Serving Food?** N / Y \$25 = _____ **Fee Paid?** Y / N

The undersigned, on behalf of the above-mentioned organization, has read and agrees to comply with policy and procedures governing the public use of library meeting rooms. The applicant also accepts full responsibility for any damages to facilities or equipment and agrees to confine the organization's activities to the assigned room.

_____ *Signature	_____ *Date
_____ Email	_____ *Telephone
_____ *Library Card #	_____ *Driver's License # or ID #

*Required Information