

Application For Meeting Room Use

Name of organization: _____

Purpose of Meeting: _____

Date of Meeting _____ Time of Meeting _____
(No more than 3 months in advance) (Include set up time)

Anticipated # of People _____

Room Requested: **Community Room** (65 people) **Conference Room** (20 people)

Contact Person: _____
(Please Print)

Address: _____

Phone: _____ E-mail Address _____

I have read the Meeting Room Use Policy. My group agrees to abide by said policy and the undersigned agrees to be personally responsible for any infractions thereof and to assume all responsibilities indicated in the policy.

Signature: _____ Date _____

Approved by: _____ Date _____

Approved JBPL Board of Trustees 3/25/2010