

Lake Pleasant Public Library Meeting Room Reservation

Adirondack Room _____ Conference Room _____

Name of Organization: _____

Purpose of meeting: _____

Expected attendance: _____

Meeting date: _____

Please read and initial the statements below:

_____ I have read and will comply with the Library Policy and Regulations.

_____ We will leave the room and secure the building according to policies.

_____ No admission may be charged, and no products or services may be advertised, solicited or sold.

_____ I will notify the library 24 hours before cancellation.

_____ I understand that failure to comply with the library's policies may result in the loss of future use of the meeting room.

Signature of applicant and responsible person: _____

Print name: _____

Address: _____

Phone number: _____

Staff Use Only

Approved by: _____ Date: _____