



Library Hours

Monday-Thursday: 9:00am-9:00pm • Friday-Saturday: 9:00am-6:00pm • Sunday: 1:00pm-5:00pm

Application for Use of Meeting Room Space

Organization Name: \_\_\_\_\_

Meeting Purpose/Type: \_\_\_\_\_ Application Date: \_\_\_\_\_

Specify exact days and hours for which reservation is required. Include your set-up time, if needed.

Table with 5 columns: Date, Time Span, Actual Meeting Time, Room Requested, STAFF USE Room Assigned

Attendance Expected

Specify AV Equipment Requested \_\_\_\_\_

Specify Room Set-Up Requested \_\_\_\_\_

WPPL reserves the right to reassign spaces, as necessary. The period of this agreement is September 1st through August 31st. Signing below indicates that the Meeting Room Policy is understood, will be adhered to, and that the guidelines for use will be conveyed to your membership.

AN ATTENDANCE CARD WILL BE AT THE RECEPTION DESK FOR YOUR MEETING(S). PLEASE RECORD YOUR ATTENDANCE EACH TIME YOU MEET.

Signature of Applicant: \_\_\_\_\_

PLEASE PRINT

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

ASSIGNED FOR OFFICE USE:

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

Email contact: judy.mcnamara@westlakelibrary.org