

McCowan Memorial Library Meeting Room Reservation

Name of Group _____

Date of Meeting _____

Time of Meeting _____

Contact Person _____

Address _____

Phone _____

Purpose of Meeting _____

Number of Persons Expected to Attend _____

There are four tables and forty chairs available. Please return the furniture to its original location when the meeting is over. No meetings can be held before or after library open hours. All meetings must conclude 15 minutes before library closing. Please take any trash generated during the meeting with you when you leave.

I have read the policy and am in agreement with the terms:

Signature: _____ Date: _____

Staff Signature Taking Request: _____ Date: _____

For Staff Use:

Community Meeting Room: _____ **Local History Room:** _____

Maximum Attendance: 40

Maximum Attendance: 25