

Tupper Lightfoot Memorial Library

Application

Use of Facilities for Meeting

Request for Library Program

Today's Date: ____/____/____

Date Reserved: ____/____/____

Start Time: ____:____

End Time: ____:____

Repeated (if applicable) weekly monthly quarterly annually
 custom _____

Room requested (if applicable):

Approx. group size:

Needs (tables, chairs, equipment, kitchen, etc.):

Program Details (if applicable):

Purpose of Meeting: Educational Cultural Civic Professional Sales

Other (please describe):

*Note: Main purpose cannot be commercial or personal. Please see **Use of Meeting Rooms**.*

Name of Requester (please print):

Signature:

Name of Organization:

Requester's position in organization:

Address:

Phone:

Email:

Website:

For Library Staff Use

Request received by (library staff):

Director's signature of approval:

Approved On ____/____/____