

Tecumseh District Library

Application for Use of the Meeting Room

Reservation Date

(Please Include setup and take down time) Start time: _____ am/pm End time: _____ am/pm

Actual event time, if different from above: Start time: _____ am/pm End time: _____ am/pm

Approximate number of attendees: _____

Available Facilities:

_____ Meeting Room A (Community Room) – The occupancy limit is 83 people seated with tables and chairs or 177 seated in chairs only.

_____ Meeting Room B (Blue Room) – The occupancy limit is 50 people.

_____ Quiet Study Room 1 – The occupancy limit is 2.

_____ Quiet Study Room 2 – The occupancy limit is 2.

_____ Quiet Study Room 3 – The occupancy limit is 4.

Purpose of event: _____

Name of organization: _____

Name of Responsible Person: _____ Position, if applicable: _____

Address: _____ Telephone number: _____

Alternate contact person: _____ Telephone number: _____

By signing this form, the applicant acknowledges that he/she has read the ***Use of the Meeting Room Guidelines*** and agrees on behalf of the above named organization to conform to all rules, regulations, and responsibilities as referred to in the Guidelines.

Signature

Date

Organization is: _____ **Non-Profit**

_____ **Profit:** **Fee paid** _____ **Check #** _____ **Cash** _____ **Date:** _____

Cancellation: **Date:** _____ **Fee Refunded:** _____ **(Date)**

By Whom: _____

Approved by: _____ Date: _____