

RITTER PUBLIC LIBRARY

Application for Meeting Room Use

Purpose and function of meeting: _____

Estimated Attendance: _____

Persons applying for room bookings must be 21 years of age or older.

An adult, age 18 or older, must be present during any use of the library meeting rooms.

Organization: _____ Date of Application: _____

I am applying for and agree to assume responsibility for my group's meeting room use (please print):

Name: _____

Phone Number: _____ Cell Phone: _____ E-mail: _____

Street Address: _____ City: _____ State/Zip: _____

Rooms will be booked no more than 3 months in advance, operating on the calendar year.

Reservations will be taken from November 1 for the next calendar year.

Please notify the library 24 hours in advance if your meeting is cancelled.

DATES AND TIMES:

Monthly Day of Month: _____ Time: _____ to _____
Beginning (month): _____ Ending (month) _____

Weekly Day of Week: _____ Time: _____ to _____
Beginning (week): _____ Ending (week) _____

Single Dates Dates: _____ Time: _____ to _____
Dates: _____ Time: _____ to _____
Dates: _____ Time: _____ to _____

I have received and read the Ritter Public Library's "Meeting Room Policy and Information" and agree to comply with the policy and regulations of the Ritter Public Library when using library meeting rooms.

SIGNATURE: _____ DATE: _____

FOR STAFF USE ONLY

Application Received Date: _____

Approved Denied Organization Notified (date): _____
By (staff) _____

Via: E-mail Phone Mail Entered into calendar: _____