

**Weedspport Free Library**  
**Meeting Room Application**  
(Complete all sections below)

**ORGANIZATION INFORMATION**

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

Organization Address \_\_\_\_\_

Purpose of Organization \_\_\_\_\_

**APPLICANT INFORMATION**

Name & Title of Applicant \_\_\_\_\_

Telephone Number \_\_\_\_\_ Best Time to Call \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

**MEETING INFORMATION**

Date Requested \_\_\_\_\_ Day of week \_\_\_\_\_

Time: From \_\_\_\_\_ To \_\_\_\_\_

Purpose of Meeting \_\_\_\_\_

Expected Attendance \_\_\_\_\_ May not exceed occupancy limit (29).

I have read and understand the "Rules for Meeting Room Use" and agree to abide by them.

Print Name \_\_\_\_\_ Organization \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Request Approved \_\_\_\_\_ Request Denied \_\_\_\_\_

Library Director's Signature \_\_\_\_\_

**Reviewed: 06/09/22**