

**Wright Memorial Public Library
Meeting Room Reservation Agreement**

Please print. Reservations may be made for a maximum of six months, renewable sixty days before expiration, if the room is available.

Groups may be asked to reschedule if library-related needs arise.

The use of the room is assigned in the order in which requests are received.

Seating capacity is seventy-five.

If there is bad weather on the day of your meeting, please contact the library to make sure it is open.

Contact information:

Group name: _____
Contact person: _____
Phone number: _____
Date of request: _____

Event Information:

Date(s) requested: _____

Start time: _____
End time: _____
Estimated number of attendees: _____

I acknowledge that:

- The meeting is free and open to the public.
- The name and address of the library will not be used in any way that implies library sponsorship of the meeting.
- Only catered or pre-prepared refreshments and no alcoholic beverages may be served.
- The room will be returned to the condition and arrangement in which it was found.
- The library does not provide equipment, room set-up, or storage space.
- The group is responsible for obtaining any permissions required by law for showing videotapes or DVDs.
- The library is not liable for injuries to people or damages to property of users of the meeting room.
- I accept financial responsibility for any damages to library property caused by those in attendance.
- I have read the library's **Meeting Room Use Policy** and agree that our group will adhere to the policy while using the room.

Signature of contact: _____

Date: _____