

Williams County Public Library Meeting Room Use Agreement

Print and sign this form and return it to the library location with the room you wish to reserve. You will then be contacted if the room you have requested is available. Your room reservation is not guaranteed until this request has been reviewed by library management.

See our Meeting Room Use policy and information about available facilities online at <http://www.mywcpl.org/meeting>

Contact Information

Name of Organization

Contact Person

Phone Number E-mail

Meeting Specifics

Date of Meeting

Start Time End Time Number Attending

Room Set-up Requirements (tables, chairs, etc & number required)

Equipment Needs* (electronics, A/V, etc.)

**Equipment availability varies by location. Individuals must notify the library of equipment needs a minimum of two (2) weeks prior to a scheduled meeting.*

Comments / Additional Information

I have read and agree to the library's Meeting Room Use Policy

Contact Person Signature Date

Library Manager/Coordinator/Administrative Assistant Approval Date

If applicable a room rental fee and separate deposit of the same amount must accompany this User Agreement. Please make checks payable to the Williams County Public Library.