

COLUMBUS PUBLIC LIBRARY
MEETING APPLICATION

You **MUST** contact the library at 920-623-5910 to reserve meeting room or lawn.
Please bring this form with to first meeting at the library.

DATES/TIME NEEDED: _____

SAMPLE: 9/13/16 1:00-4:00

CONTACT PERSON: _____

NAME OF ORGANIZATION: _____

TELEPHONE NUMBER: _____

PRESIDENT/CHAIR OF ORGANIZATION: _____

WOULD LIKE TO USE (check one): _____ Meeting Room _____ Lawn

PURPOSE OF MEETING:

SPEAKER/ENTERTAINER: _____

SPECIAL NEEDS:

- Want to serve refreshments
- Want to use projector
- Want to use laptop computer
- Want to use CD player
- Eraser board markers and eraser
- Other: _____

Abuse of the privilege to use the meeting room or lawn may result in the group or organization being denied use in the future. Repair of any or all damage is the responsibility of the group or individual using the meeting room.

I have read the meeting policy and agree to abide by it.

Signature of Applicant

Staff Initial

OFFICE USE:

Application: Approved _____
Denied _____

Director _____