

**LIBRARY MEETING ROOM APPLICATION**

Name: \_\_\_\_\_  
Individual, Organization, or Group

Person making request: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Date or dates requested: \_\_\_\_\_

Time and length of meeting[s]: \_\_\_\_\_

Expected attendance: \_\_\_\_\_

Will there be any charges levied for materials provided or used during the meeting? \_\_\_\_\_

If yes, please list materials: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read the Pittsylvania County Public Library meeting room policy, and will be responsible for abiding by all the rules set forth in the policy. I understand that the meeting rooms are for the use of nonprofit public gatherings of a civic, cultural, or educational nature, and that the room is not available to any individual or organization selling goods or services of any kind as a result of the meeting.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Director/branch manager approval: \_\_\_\_\_