

LIBRARY MEETING ROOM APPLICATION FOR USE

Organization Name: _____

Non-Profit: ___ Yes ___ No If Yes, EIN Number: _____

Requestor's Name: _____

Address: _____

Phone: _____

Email: _____

Room Location: ___ Brosville ___ Chatham ___ Gretna ___ Mt. Hermon ___ History Center

Dates Requested: _____

Hours Requested (include setup/cleanup): _____

Meeting Purpose: _____

Expected Attendance: _____

Technology Requested: _____

Will there be any charges for materials provided or used during the event? ___ Yes ___ No

If Yes, please list materials and costs: _____

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

Signature: _____

Date: _____

Director/Branch Manager approval: _____