

Middletown Public Library Meeting Room Use Agreement/Application Form

Date and time requested: _____

Name of Organization: _____

Address: _____

Contact Person/Title: _____ Work phone _____

E-mail address: _____ cell phone: _____

Purpose of Meeting(s): _____

Will refreshments be served? No Yes – Please describe in detail.

Equipment requested (please circle all that apply): laptop tv extension cords podium

If applicable, an Equipment Loan Request form will be completed by the applicant and library staff just prior to the meeting and after the meeting.

I have read the Middletown Public Library Meeting Room Use Policy and agree that my organization will abide by this policy with regard to the use of the meeting room. This agreement will be in effect for meetings that take place in the _____ calendar year.

Signature: _____ Date: _____

Name (printed): _____ Title/Position: _____

For Office Use Only _____

Middletown Public Library Authorized Signature

Date Approved

_____ Fees for damages if applicable