



## Venue Use Request Form

Today's Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name of person in charge of meeting \_\_\_\_\_

Organization (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

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

Purpose \_\_\_\_\_

Number of attendees anticipated (include presenters and audience): \_\_\_\_\_

Date(s) Requested: (inclusive of set up time) start: \_\_\_\_\_ end: \_\_\_\_\_

Time(s) Requested: (inclusive of set up time) start: \_\_\_\_\_ end: \_\_\_\_\_

AV Equipment Request (be specific) \_\_\_\_\_

Kitchen Access Request (be specific) \_\_\_\_\_

Additional Notes \_\_\_\_\_

\_\_\_\_ I have read and understand the [Policy for Program & Events](#).

All parties making use of the facilities will be responsible for following the Venue Policy guidelines and returning the building and grounds to their original, pre-event condition.

The Library requires that all groups or individuals using the facility during business hours be respectful of patrons and their needs.

While there is no fee for programs with the exception of Personal, Private events, donations are welcome and appreciated. A security deposit may be requested at the discretion of the Director.

LIBRARY USE:

ROOM \_\_\_\_\_

FEE/DEPOSIT \_\_\_\_\_

APPROVED \_\_\_\_\_