

WEST WARWICK PUBLIC LIBRARY
APPLICATION FOR USE OF MEETING ROOM

Application Date: _____

Name of Organization: _____

Purpose and function of organization: _____

Contact Person: _____

Telephone: _____

Address: _____

MEETING INFORMATION

Date Requested: _____

Starting and Ending Time: _____

Number of chairs/tables needed: _____

The library does not allow use of the room if your group intends to charge a fee for the program, except in the case of incidental costs for materials, etc.

Do you intend to charge a fee? _____ If yes, for what purpose? _____

The library charges a fee of \$25.00 for use of the kitchen and/or provision of refreshments.

Will you need the kitchen? _____

I agree to abide by the rules governing the use of the Meeting Room.

Contact person

FOR OFFICE USE ONLY:

FEE PAID _____

APPROVED: _____

DATE _____