



# Palmyra Community Library

## Building Use Application

Groups wishing to reserve a meeting room must submit a completed application to the Library Director. Tentative bookings may be made by telephone; however a written or online application is required to confirm all bookings.

Name of Organization \_\_\_\_\_

Purpose of Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail address \_\_\_\_\_

Meeting Room Requested (please check one):

\_\_\_\_\_ 2<sup>nd</sup> floor Dick Kirchhoff room (capacity 20)

\_\_\_\_\_ 3<sup>rd</sup> floor Doug Wilson room (capacity 20)

\_\_\_\_\_ lower level large meeting room (capacity 50)

\_\_\_\_\_ 3<sup>rd</sup> floor Patricia Baynes large community room (capacity 93)

Dates Requested \_\_\_\_\_

Times Requested \_\_\_\_\_

Purpose of Meeting \_\_\_\_\_

Anticipated Attendance \_\_\_\_\_

If applicable, after-hours and/or non-resident fee paid \_\_\_\_\_ Amount \_\_\_\_\_

(All fees are due at the time of room reservation.)

*I have read the Palmyra Community Library Meeting Room Policy and agree to comply with all stated requirements.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*