

Name of Organization: _____

I have read the meeting room policy: _____

(Please indicate the meaning of any initials or acronyms)

Event (Describe activity): _____

Date or dates of event: _____

Time room is needed (include time to set up and clean up): _____

Note: You may not come in to set up before this time. Opening and 15 minutes before closing are the normal limits of scheduled time for meetings without incurring fees.

Library hours:

Wednesday, Friday: 10:00 – 4:30

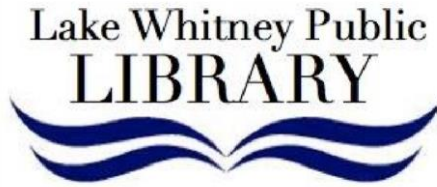
Tuesday, Thursday: 10:00 – 5:30

Saturday: 9:00 – 12:30

Time event or meeting is actually scheduled: _____

Expected attendance: _____

List any equipment requests: _____



I have read the **Use Policy Statement and Operational Rules and Regulations** and agree to abide by them. In addition, I will be responsible for the conduct of persons present at our event and will assume financial responsibility for any damage to or loss of Lake Whitney Public Library property due to my group's occupancy of any Meeting Room. (Note: The person applying must have a valid unencumbered Lake Whitney Public Library card.)

Signature of person applying: _____

Name and Affiliation of person applying: _____

Library card number of person applying: _____

Address: _____

Telephone number: _____

Work telephone number: _____

Email address: _____

Please indicate preferred method of communication: _____

Date: _____

Meeting date(s) are NOT set until you receive confirmation from the library. You

may confirm by phone: (254) 694-4639, email: lwplibrary111@gmail.com

Payment may be made by cash or check.

LIBRARY USE ONLY

Name of staff member receiving form: _____

Signature of confirming staff member: _____

Date of confirmation: _____

602 E. Jefferson St. Whitney, TX 76692
(254) 694-4639 | lwplibrary111@gmail.com