

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

Name of Organization: _____

I have read the library activity 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 30 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

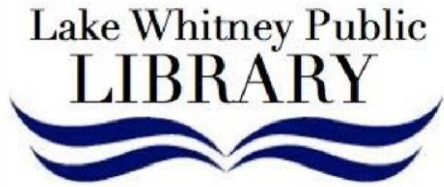
Saturday: 9:00 – 12:30

Time event is actually scheduled: _____

Expected attendance: _____

List any equipment requests: _____

A charge of \$10 per meeting is due at reservation time.



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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 library activity 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 of \$10 PER MEETING may be made by cash or check. **LIBRARY USE**

ONLY

Name of staff member receiving form: _____

Signature of confirming staff member: _____

Date of confirmation: _____