

Herbert Wescoat Memorial Library
Application for Use of the Harold V. Felton Conference Room

Date requested: _____ Time Requested: _____

Name of Group: _____

Person applying on behalf of the group: _____

Mailing Address: _____

Telephone: (Business) _____ (Home) _____

President of Group: _____

Type of Activity: Speaker _____ Panel Discussion _____
 Film _____ Organizational _____
 Exhibit _____ Other _____

Subject of Activity: _____

Brief description of exhibit materials and literature: _____

Will literature be distributed? Yes _____ No _____

Special Requirements: _____

Expected Attendance (*Maximum Capacity is 40*): _____

The applicant above agrees to return all Library facilities used to a clean and orderly condition at the end of the activity and pay the cost for repair of damages that may occur. The Herbert Wescoat Memorial Library (Library Director, Staff, Board of Trustees) will not be held responsible for any materials or equipment left in the building, nor will the Library be responsible for lost, stolen, or damaged items due to vandalism, fire, theft, water, etc.

Signature of Applicant

Date

DO NOT WRITE BELOW THIS LINE

Approved: _____	Comments: _____
Denied: _____	Comments: _____
_____ Signature of Director	_____ Date