Herbert Wescoat Memorial Library
Application for Use of the Library Multi-Purpose 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 120***): _____

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