OIL REGION LIBRARY ASSOCIATION

Meeting Room Use Agreement

Date of Request\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Applying for Use\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of the Use of The Room\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Event (please mark one): Private\_\_\_ Public \_\_\_\_

Date of Use\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time of Use From:\_\_\_\_\_\_\_\_\_\_\_\_ To:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anticipated Number of People Attending\_\_\_\_\_\_\_\_\_\_\_

*I have read the policy attached to this form and agree to abide by its provisions.*

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Use Only:

Date and Time Marked in the Book Yes\_\_\_\_ No\_\_\_\_ Staff Member Booking \_\_\_\_

Fee (if applicable) Collected Yes\_\_\_\_ No\_\_\_\_ Follow up on \_\_\_/\_\_\_ by \_\_\_\_

Payment type (if applicable) \_\_\_\_\_\_\_\_\_\_ Completed by \_\_\_\_

Amount Charged $\_\_\_\_\_\_\_\_\_\_\_\_\_\_