

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: _____

Oil Region Library Association

Amount Charged: \$ _____