



APPLICATION FOR USE OF PROGRAM ROOM/CONFERENCE ROOM

Facility: ___ Program Room ___ Large Conference Room ___ Small Conference Room

Date Requested: _____ Time Requested: _____ to _____

Organization: _____

Person Applying: _____ Position in Group: _____

Address: _____

Telephone: _____ Email: _____

Type of Meeting: _____ Activity: _____

Any Special Requirements or Equipment Needed: _____

Expected Attendance: _____ (Program Room: seated: ___ Large Conf: seated: ___ Small Conf: seated ___)

Will Refreshments Be Served: _____

Applicant understands that requested dates are **NOT** confirmed by completing and submitting this application. All applicants will receive written notification from the West Tisbury Free Public Library confirming or denying requested dates.

The applicant agrees to leave the room in an acceptable, un-littered condition with tables and chairs returned to the positions in which they were found.

The applicant accepts liability for all damage to library facilities or loss of library property.

The West Tisbury Free Public Library assumes no responsibility for equipment or personal articles belonging to applicants or their guests.

Please try to carpool and ask guests to use Church Street parking. Library lot has limited parking.

Date: _____ Signature: _____

For Internal Use Only

Approved: _____

Notified: _____

Authorized Signature: _____

Date: _____