

McDowell County Public Library

Meeting Room Use Agreement

Date(s) meeting room is needed: _____

Time(s): _____

Room Requested: _____ Meeting Room (capacity 58)

_____ Board Room (capacity 15)

Responsible Party (please print) _____

Daytime Telephone: _____

Evening Telephone: _____

Organization: _____

Nature of Meeting: _____

Number expected to attend: _____

I hereby affirm that the above information is true to the best of my knowledge. I agree to be responsible for leaving the meeting room in the condition in which I found it, and to pay for any damages to the room or to its contents.

Signature: _____ Date of Request _____

Amended: March 27, 2002