



West Hurley  
Public Library

MEETING ROOM REQUEST FORM

PLEASE PRINT

Date \_\_\_\_\_

Name of Group \_\_\_\_\_

Name of Person Applying \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ ext: \_\_\_\_\_ email address \_\_\_\_\_

My organization is a Nonprofit  Government  Other  \_\_\_\_\_

Event Date(s) \_\_\_\_\_ Event Time(s) START \_\_\_\_\_ END \_\_\_\_\_

Estimated Number Attending: \_\_\_\_\_

Will you need to meet regularly? NO  YES

If yes, specify frequency: \_\_\_\_\_

Is a board member or staff member prepared to sponsor the meeting if it occurs after library hours? NO  YES

If yes, who is the responsible party? \_\_\_\_\_

Your organization is responsible for meeting room set-up and breakdown. The West Hurley Library does not provide refreshments.

Equipment needs must be specified in advance. Please indicate your equipment needs:

\_\_\_ Tables                      \_\_\_ Projector                      \_\_\_ Easel

\_\_\_ Chairs                      \_\_\_ Laptop                      \_\_\_ Coffee Maker

The meeting room policy and application may be found on the library website:

<http://westhurleylibrary.org/meetingroom.htm>

LIBRARY USE ONLY

Date Request Rec'd: \_\_\_\_\_ Confirmed Receipt By Staff: \_\_\_\_\_

Staff Contact: Name: \_\_\_\_\_

Notes: \_\_\_\_\_