

Eloy Public Library Meeting Room Reservation

Print this form, fill out and submit to the library

Name of Organization: _____

Purpose of Meeting: _____

Expected Attendance: _____ Meeting Date: _____

Meeting Time (hour begins) _____ (hour ends) _____

Please Check:

I have read and will comply with the Eloy Public Library Meeting Room Policy and Guidelines

Our meeting will be open to the general public

We will leave the room and secure the building according to the Library's instructions.

I understand that while using the meeting rooms, no admission may be charged, and no products or services may be advertised, solicited or sold.

I will notify the Library 24 hours before cancellation.

I understand that failure to comply with the Library's policies may result in the loss of the use of the meeting room.

Do we have permission to give your name and phone number to the public?

Yes

No

Signature of applicant and responsible person: _____

Printed Name: _____

Address: _____

Phone Number (include area code): _____

E-Mail Address (if applicable): _____

FOR STAFF USE ONLY

Approved by _____

Date _____