



**Request for Meeting**

Day & Date(s) Requested	Room(s) Requested <i>Please circle all to be requested</i>	Starting Time <i>(Include set-up time)</i>	Ending Time <i>(Include clean-up time)</i>	Times of actual meeting From : To:	<b>For Office Use Only</b>
	Margaret Rivers A				
	Margaret Rivers B				
	Margaret Rivers A&B				
	Terrace				
	Conference Room				
	Kitchen				
	Other:				

**Describe Facilities, Equipment, or Set-Up Needed**

Number of chairs: Number of tables: Configuration of tables and chairs (you may use the reverse side to diagram):          Equipment:	<b>For Office Use Only</b>
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*I understand that this is an application. If notified that this application is accepted, I will pay all fees (if applicable) according to the schedule provided by the library. I have also read the library's Rental Policies and Guidelines and agree to abide by them.*

\_\_\_\_\_  
Signature of Responsible Adult

\_\_\_\_\_  
Date