

# Ogden Farmers' Library

## Meeting Room Use Application

Please read and retain for your records a copy of this application and the Meeting Room Use Policy. You may submit this application in person, by mail, by email (calendar@ogdenlibrary.com), or by fax (585-352-3406).

Name of Organization \_\_\_\_\_

Is your organization non-profit? \_\_\_\_\_

Purpose of Meeting \_\_\_\_\_

Date of Meeting \_\_\_\_\_ Time of Meeting\* \_\_\_\_\_

\*Please be sure to include time to set up and clean up in your request.

Room Equipment Needed (check all that apply):

Chairs       Table       Projector\*

\*Requires advanced notice and a trained library staff member.

Number of People Expected (not to exceed 70) \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Address \_\_\_\_\_  
\_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Contact Email Address \_\_\_\_\_

I have read and agree to abide by the regulations set forth in the Meeting Room Use Policy and agree to assume full responsibility as outlined therein.

Contact Signature \_\_\_\_\_ Date \_\_\_\_\_