

# MEETING ROOM RESERVATION FORM

<b>MEETING LOCATION CHECK ONE</b>	<b>MAIN MEETING ROOM</b>	<b>FLEMING ROOM</b>	<b>WESMARK BRANCH</b>
---------------------------------------	------------------------------	-------------------------	---------------------------

**DATE OF MEETING:**

**NOTE:** *An adult (18 years or older) may reserve a meeting room. The adult making the reservation will be held liable for any damage done to the room and must be present during the meeting. (See the Meeting Room Policy)*

<b>MEETING TIMES</b>	<b>START TIME</b>	<b>END TIME</b>
<b>GROUP NAME</b>		
<b>CONTACT PERSON</b>		
<b>PRIMARY PHONE</b>		
<b>ADDRESS</b>		
<b>EMAIL</b>		

<b>NUMBER OF ATTENDEES</b>	
----------------------------	--

**PURPOSE OF MEETING**

<b>REFRESHMENT FEE: \$50</b>	<b>CIRCLE ONE:</b>
<b>NOT AVAILABLE FOR FLEMING ROOM</b>	<b>YES NO</b>

**CHECKS PAYABLE TO: SUMTER COUNTY LIBRARY**

**I AGREE TO BE RESPONSIBLE FOR ANY LIBRARY FEES INCURRED DURING THE USE OF THESE FACILITIES. I HAVE READ, UNDERSTAND, AND AGREE TO THE SUMTER COUNTY LIBRARY MEETING ROOM POLICY**

<b>SIGNATURE</b>	<b>DATE</b>
------------------	-------------