

**Washington Carnegie Public Library Meeting Room Agreement Form**  
**Revised 09/21/22**

Name of Organization/Business \_\_\_\_\_

Nature of Organization (Please check one or write in):

- For-Profit Business or Corporation     Non-Profit Organization     Club     Governmental  
 School    Other \_\_\_\_\_

Name of Contact Person \_\_\_\_\_

Full Address \_\_\_\_\_

Business Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Email: \_\_\_\_\_

Please read the attachment meeting room agreement. The undersigned assumes all responsibility for the preservation of order and the sole/exclusive liability for any injury of a person, and damage to, or loss of property that may result from this use. The undersigned is also responsible for the observance of all regulations set forth by the WCPL Board of Trustees of and acknowledges the receipt of the use policy of the meeting room.

Signature of Contact Person \_\_\_\_\_

List one other person in your organization to contact in case of emergency.

Name \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Email: \_\_\_\_\_

Requested dates of meeting room use:

Date(s) \_\_\_\_\_ Time \_\_\_\_\_

Date(s) \_\_\_\_\_ Time \_\_\_\_\_

Purpose of meeting \_\_\_\_\_

Estimated attendance \_\_\_\_\_

Special Needs:

- Podium (wired Microphone on podium)     Wireless Mobile Mics     Laptop  
 65" Flat Screen TVs (2) synced with Laptop/DVD     DVD player     Dry Erase Board  
 Kitchenette     Keurig Coffee Machine\*     40 c. Coffee Urn\*  
**\*must bring own coffee, supplies and know how to use equipment**

Other:

Office Use: Application received by \_\_\_\_\_ Date \_\_\_\_\_