C1	Φ.Ε.Ο. Ο.Ο.
Charge:	\$50.00

## Spring Lake District Library Meeting Room Reservation

Rooms are available for community groups and must be open to the public. Please read the Meeting Room Policy for additional information. (Please allow 30 minutes for set-up.)

Date of Meeting:	T	ime: from	to
Program Room 1	Program Room 2	Warner	& Julia Baird Program Room (includes rooms 1 and 2)
	Local History Room	Technology Lab	1
	Meeting rooms must be vac	cated prior to library	closing.
Name of Organization:			
Contact Person:	Name:		
	Phone:		
	E mail:		
First time user?	_Yes	No	
Nature and Purpose of I  Expected Attendance: _			
the repair or replacemen	at my organization is financially resent of any of the rooms' equipment that anization is responsible to clean up	hat is damaged or mi	č č
Services Librarian must organization will be cha	receive any notice of cancellation	within two working or rganizations will be o	olicies furnished to me. The Community lays prior to the meeting or the charged \$50.00 for each hour or partial
Date	Signature		
Room Checked: No Da	mages Found (Initial) OR	Damages Found	(Initial)(Initial)
Description of Damages:			

## FOR OFFICE USE ONL Y

Authorized By:	
Special Instructions	
Staff Report:	
Room was left in:satisfactory condition	unsatisfactory condition
Explanation/initials:	
Damaged Items:	
Missing Items:	
winosing ricino.	
Time room opened:	Time room closed: