



256 Brook Street
Oregon, Wisconsin 53575
oregonlibrary.org
Phone: (608) 835-3656

SUE AMES MEETING ROOM USE APPLICATION

This form is to be used for booking the library's meeting room. Your reservation is pending until this form is received and you are contacted by Library Staff to confirm the reservation. Applicant will be notified of confirmation within three business days after the library receives the completed application.

Organization or Group Name _____

Contact Person _____

Address (Contact Person) _____

Phone: Days _____ Evenings _____

Contact Person's E-mail _____

I would like to be contacted via Email Phone

Date(s) Requested _____

Start Time _____ End Time _____

Describe activity planned in detail _____

Anticipated attendance _____

Will you need Chairs # Needed _____ Tables (8' x 2.5') # Needed _____ Projector Laptop

**You will be responsible for any setup needed.*

The undersigned user of the meeting room has read the Oregon Public Library Meeting Room Policy and understands and agrees to abide by the guidelines and rules described therein. Failure to abide by these rules may disqualify the organization from future use of the room. The user hereby indemnifies and holds harmless the Village of Oregon, its Library Board, and provider agency employees and volunteers from all liability directly or indirectly related to an event or meeting.

Signature _____ Date _____

(Signature of Representative)

STAFF USE: Approved _____ Date _____