



Lee-Whedon Memorial Library

Medina, New York 14103

AREA CODE 585
798-3430

FAX: 585
798-4398

APPLICATION FOR USE OF MEETING ROOM

Organization _____

Purpose of Meeting _____

Date(s) needed _____

Time: From _____ TO _____

Room arrangement necessary –number of chairs, tables, audio-visual equipment, etc...

The applicant is responsible that the meeting be conducted in an orderly manner and that the room be returned to the neat, clean and orderly condition in which it was found.

I have read the regulations governing the use of the meeting room at Lee-Whedon Memorial Library and accept the responsibility of representing the above named group.

Signed _____

Address _____

Phone _____

APPROVED: _____

Date: _____