Wright Memorial Public Library
Meeting Room Reservation Agreement

Guidelines
Date of request: ________________________

- Reservations are taken for the current month and for the next two future months.
- Only groups can make reservations. A group has a minimum of 3 people.
- Groups can make up to four reservations per month.
- All rooms can be reserved for a maximum of 4 hours at a time.
- More than one room cannot be reserved by a group for the same time.
- The Library has the right to place groups in rooms based on the library’s scheduling needs.

Contact Information
Name of the person reserving the room: _________________________________________________________
(This person is responsible for the condition of the room being used)

Wright Library card number: ______________________ Driver’s License number: ______________________
Group name: ______________________________________________________________________________
Phone number: _________________________ Email address: _____________________________
Description of event/activity for which the room is being used: ______________________________________
________________________________________________________________________________________

Event Information
Requested room: □ Community Room  □ Aberdeen Conference Room  □ Lower Level Conference Room

Date(s) requested: __________________________________________________________________________
____________________________________________________________________________________
Start time: ___________________________ End time: _____________________________________________
Maximum number of attendees expected: _______________

Equipment requested:

Community Room:
□ Chairs _____ (# needed)  □ Tables _____ (# needed)  □ Kitchenette/sink  □ Screen (television)

Lower Level Conference Room: □ Screen (television)

I have read and understand Wright Library’s Meeting Rooms policy, and I accept responsibility for ensuring that the group I represent adheres to this policy while using the library’s meeting rooms.

I also agree to indemnify and hold harmless Wright Memorial Public Library, its agents, and its employees from all liability, claims, damages, or costs, for or arising out of this event, whether caused by my negligence, Wright Memorial Public Library’s negligence, or negligence by either party’s agents or employees.

Signature: ________________________________ Date: _____________________________