

CARNEGIE MEETING ROOM APPLICATION

Winchester Community Library * 125 North East Street * Winchester, IN 47394
PHONE 765-584-4824 * FAX 765-584-3624 * wincomlib@yahoo.com

The meeting room is rented on a first-come, first-serve basis. Room is not reserved until the library has received a properly completed application and the Director or Assistant Director has approved it. The library will send confirmation of the reservation. Applicant/applicant organization is subject to Winchester Community Library Meeting Room Policy. Please print or type.

Today's date _____

Applicant name (Individual, Group, Entity, Organization) _____

Address _____

Phone _____ FAX _____ Email _____

Person applying _____ Capacity _____

Purpose of meeting/Agenda/Activities _____

Requested date _____ Attendance expected _____

Time: Commence _____ Adjourn _____

Will food be served at meeting? YES _____ NO _____

FEES: (Please check all that apply)

ROOM RENTAL FEE _____ \$25 (Non-profit/Individual)
_____ \$50 (For profit/Business)
DEPOSIT _____ \$50 Deposit for serving food
FEE FOR USE OUTSIDE NORMAL LIBRARY HOURS _____ \$20 /hour for _____ hours

If paying by check, please provide separate checks for room rental fee and food deposit. Thank you.

I have received and read the library's Meeting Room Policy and agree to abide by all of its provisions.

SIGNATURE _____

.....
For office use only – Applicant please do not write below dotted line

Application accepted _____ Rejected _____ Total fees owed _____

SIGNATURE OF DIRECTOR OR ASSISTANT DIRECTOR _____

Confirmation sent to applicant _____

Payment received _____ Date _____ Deposit refunded (when applicable) _____

Notes: _____
