

# WRIGHT BRANCH LIBRARY MEETING ROOM USE FORM

305 WRIGHT BLVD.  
WRIGHT, WY 82732

**Phone: 464-0500    Fax: 464-0502**

BY PHONE OR IN PERSON     AGREEMENT ON FILE

*PLEASE FILL IN THE FORM  
COMPLETELY*

Group Name: (Also include how to list on board)		Profit <input type="checkbox"/> Non Profit <input type="checkbox"/>
Contact Person:	Phone: (H)	Phone: (W)
2nd Contact Person and/or Local Contact:	Phone: (H)	Phone: (W)
Address of Organization:		
Purpose of Meeting:		
Open to the Public?    Yes <input type="checkbox"/> No <input type="checkbox"/>		
Date of Meeting:	Reservation Time and Set up Time:	Coffee pot Yes <input type="checkbox"/> No <input type="checkbox"/>
Will you need Audio-Visual equipment for this meeting?    Yes <input type="checkbox"/> No <input type="checkbox"/>		
<i>☞ Please remember, <b>YOU</b> are responsible for reserving this equipment. It is recommended that you make equipment reservations at this time.</i>		
<ul style="list-style-type: none"> <li>● Arrange the room to meet your needs, but it must be returned to the original set-up.</li> <li>● Neither the Library Board of Trustees nor Campbell County is responsible for accidents, injury or loss while using the meeting rooms. Organizations holding meetings assume responsibility for damage to room or contents.</li> <li>● Failure to comply with all meeting room policies will result in loss of meeting room privileges.</li> <li>● A key will be issued for use of the meeting room during non-library hours. A \$25.00 fee will be charged for keys that are not returned.</li> </ul>		
I have read and fully understand the rules on meeting room use for nonlibrary activities. I also understand library approval must be granted if this is my first meeting room request.		
Signature of Responsible Party		Date:
Library Employee Taking Reservation		
Director's Approval for First Time Meeting Room Reservation		