



**Library Hours**  
Monday-Thursday: 9:00am-9:00pm • Friday-Saturday: 9:00am-6:00pm • Sunday: 1:00pm-5:00pm

### Application for Use of Meeting Room Space

**Organization Name:** \_\_\_\_\_

**Meeting Purpose/Type:** \_\_\_\_\_ **Application Date:** \_\_\_\_\_

**Specify exact days and hours for which reservation is required. Include your set-up time, if needed.**

Date	Time Span	Actual Meeting Time	Room Requested	STAFF USE Room Assigned

Attendance  
Expected

Specify AV Equipment Requested \_\_\_\_\_

Specify Room Set-Up Requested \_\_\_\_\_

WPPL reserves the right to reassign spaces, as necessary. The period of this agreement is September 1st through August 31st. Signing below indicates that the Meeting Room Policy is understood, will be adhered to, and that the guidelines for use will be conveyed to your membership.

**AN ATTENDANCE CARD WILL BE AT THE RECEPTION DESK FOR YOUR MEETING(S).  
PLEASE RECORD YOUR ATTENDANCE EACH TIME YOU MEET.**

**Signature of Applicant:** \_\_\_\_\_

**PLEASE  
PRINT**

**Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** Home: \_\_\_\_\_ Cell: \_\_\_\_\_

**ASSIGNED FOR OFFICE USE:**

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

Email contact: andrea.tarolli@westlakelibrary.org