

MEETING ROOM RESERVATION FORM

MEETING LOCATION CHECK ONE	MAIN MEETING ROOM	FLEMING ROOM	WESMARK BRANCH
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DATE OF MEETING:

NOTE: *An adult (18 years or older) may reserve a meeting room. The adult making the reservation will be held liable for any damage done to the room and must be present during the meeting. (See the Meeting Room Policy)*

MEETING TIMES	START TIME	END TIME
GROUP NAME		
CONTACT PERSON		
PRIMARY PHONE		
ADDRESS		
EMAIL		

NUMBER OF ATTENDEES	
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PURPOSE OF MEETING

REFRESHMENT FEE: \$50	CIRCLE ONE:
NOT AVAILABLE FOR FLEMING ROOM	YES NO

CHECKS PAYABLE TO: SUMTER COUNTY LIBRARY

I AGREE TO BE RESPONSIBLE FOR ANY LIBRARY FEES INCURRED DURING THE USE OF THESE FACILITIES. I HAVE READ, UNDERSTAND, AND AGREE TO THE SUMTER COUNTY LIBRARY MEETING ROOM POLICY

SIGNATURE	DATE