

Whitehorse Public Library

Meeting Room Use Agreement

Whitehorse Public Library has one meeting room available for public use. The Meeting Room Policy outlines the conditions under which the room is made available to the public. All groups must sign this agreement and follow the policy for use of the room.

NAME OF GROUP _____

GROUP CONTACT (**AUTHORISED REPRESENTATIVE**)

POSITION WITHIN GROUP _____

CONTACT PHONE # _____

CONTACT E-MAIL _____

PROPOSED
ACTIVITY _____

DATE OF ACTIVITY _____

TIME REQUIRED _____

SPECIAL CONSIDERATIONS _____

EXPECTED ATTENDANCE (**MAXIMUM 44 PEOPLE SEATED OR 50 STANDING**)

EQUIPMENT OR OTHER NEEDS:

I agree to follow the meeting room policy for use of the room.

SIGNATURE _____

Library Use Only

Date of agreement _____

Approved by _____