

The Lincoln Public Library
(Library Open) Room Reservation Form

Applicants must read the Meeting Room Policy and agree to abide by its terms.

Food and beverages may be allowed by prior consent of the Library Trustees, Director or Assistant Director. The menu must be approved by one of these people before the meeting.

Today's Date _____

Name of Organization _____

Contact Person Making Request _____

Phone _____ e-mail _____

Date of Event _____

Start Time _____ End Time _____

Expected number of Attendees _____

Description of Event _____

The person signing this form assumes full responsibility for the conduct of the event and its participants, and takes responsibility for the condition of the room and all equipment used as described in the Library policies.

Signature _____

Date _____