

Rush Public Library
Meeting Room Application

The meeting room may be reserved up to six weeks in advance.
Please retain for your records a copy of the application and the Meeting Room Use Policy.
Applications may be made in person or by mail.

Name of Non-Profit Organization _____

Purpose of Meeting _____

Date of Meeting _____

Time of Meeting:

From _____ To _____

(Room must be vacated fifteen minutes before the Library closes)

Number of People Expected (not to exceed 22) _____

Will refreshments be served? YES _____ NO _____

Person Responsible:

Name _____

Address _____

Telephone Number (s):

Home _____ Work _____ Cell _____

I have read and agree to abide by the regulations set forth in the Meeting Room Policy and agree to assume full responsibility as outlined therein.

Signature

Staff Member _____

Date Application Received at the Library _____