

**C. E. Weldon Public Library**  
**100 Main St.**  
**Martin, TN 38237**  
**phone: 731-587-3148; fax: 731-587-4674**  
**Email: cew@ceweldonlibrary.org**

**Meeting Room Reservation Request**

Date of Event \_\_\_\_\_ Day of Week: \_\_\_\_\_

Reserved Times (must include set-up/break-down time)

From: \_\_\_\_\_ (am/pm) To: \_\_\_\_\_ (am/pm)

**Name of Individual/Organization/Group:** \_\_\_\_\_

Non-Profit Organization     Business     Agency     City/County/State Gov't

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: Office: \_\_\_\_\_ Home: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail address: \_\_\_\_\_

TITLE OF EVENT: \_\_\_\_\_

Contact person for event: \_\_\_\_\_

Is this event or meeting open to the general public?     Yes     No

Will food or beverages be served?     Yes     No

**Furniture & Media Equipment Needed**

\_\_\_\_\_ 6 ft. rectangular table (12 available)                      \_\_\_\_\_ 8 ft. rectangular table (2 available)

\_\_\_\_\_ 40" round table (6 available)                      \_\_\_\_\_ Chairs (50 available)

\_\_\_\_\_ Lectern                      \_\_\_\_\_ Wireless Microphone

\_\_\_\_\_ Projector                      \_\_\_\_\_ Laptop

\_\_\_\_\_ DVD/VCR                      \_\_\_\_\_ Mobile Cart

\_\_\_\_\_ Piano

I have read the Meeting Room Policy for the use of the C. E. Weldon Public Library Meeting Room and will insure that I, or my organization if applicable, am in compliance. I and my organization releases, indemnifies and will hold harmless the C. E. Weldon Public Library Board, Weakley County, and the City of Martin, their officers, agents, and employees, from any and all claims for injuries, damages or loss which may arise or which may alleged to have risen out of or in connection with the meeting. I understand that I will be responsible for all damages and clean-up costs, plus costs of collection, if any, resulting from this use of the facility.

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_