

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 Use Agreement

MEETING ROOM POLICY AGREEMENT

I have read the regulations regarding use of the conference room and entrance area and agree to its provisions, including possible fees and damage charges. It is my responsibility and the responsibility of my group or organization to adhere to these policies.

Date _____

Printed Name _____ Phone Number _____

Name of Group or Organization _____

Relationship to Group or Organization _____

Use for Conference Room _____

Date Needed _____ Time of meeting _____

Room was inspected prior to use by:

Signatures:

Library staff member(s) _____ Date _____

Organization member(s) _____ Date _____

Note any stains or pre-existing damage _____

The original of this document will be kept on file at the library and copy given the person signing the form.
