

Manteno Public Library Meeting Room Scheduling Request Form

Scheduling requests should be made at least **two weeks** in advance, but will not be accepted more than two months in advance of the requested date(s). No food or drink allowed in meeting room.

Your request is not scheduled until you receive confirmation from the library.

Organization Name:

Responsible Party's Name:

Address: _____

City/St/Zip: _____

Phone: Day _____ Evening _____ Cell _____

Email: _____

Date(s) of Meeting: _____

Approximate Attendance: _____

Time of Meeting: _____

All meetings will conclude 15 minutes before the library closes.

Purpose of Meeting: _____

Signature of Contact Person Requesting Room:

Print Name: _____ Date: _____

Adopted 10/20/09
Amended 07/15/14
Amended 7/21/15