Meeting Room Application Form
Kemmerer Library Harding Township

I/We would like to apply for the use of:

☐ Meeting Room (max. cap. 45)  ☐ Multi-Purpose Room (max. cap. 55)  ☐ Lounge (6-9 people)

Name of individual/organization: __________________________________________________________

Brief description of type and purpose of meeting or program: __________________________________

Date(s) requested: _____________________________________________________________________

Time requested: a.m. ______________________ p.m. ______________________

Duration of meeting/program (including preparation and clean-up): _________________________

Expected attendance: __________________ # Tables needed: _____________________________

Name of individual filing application: _____________________________________________________

Address: __________________________________________________________________________

Phone: ___________________________ E-mail: _____________________________________________

Waiver submitted:  ☐ yes   ☐ no

I have read and understand the policies of the Kemmerer Library Harding Township regarding use of the Library’s Meeting Rooms

Signed: ___________________________________________ Date: _________________

Approved by Director or Deputy: ___________________________ Date: _______________