

Hubbard Memorial Library

Meeting Room Reservation Form

Please familiarize yourself with our **Meeting Room Policy** to make sure your meeting qualifies to be held in the library. You may print this form and bring it to the library.

Organization Information

Name _____

Mailing
Address _____

City, State, Zip
Code _____

Contact Person _____

Phone Day _____ Evening _____

Email _____

Program Information

Description _____

Date Requested _____

Room Requested _____

Time Requested _____

Estimated Attendance _____

The Library assumes no responsibility for any equipment, supplies or materials brought to the Library by any group or individual attending the meeting; nor does it assume any liability for groups or individuals attending a meeting in the Library.