



WRIGHT BRANCH LIBRARY (WBL) MEETING ROOM USE FORM

305 Wright Boulevard • Wright, WY 82732
Phone: 307.464.0500 Fax: 307.464.0502

FIRST TIME

REPEAT

PLEASE FILL IN THE FORM COMPLETELY

| | | | |
|--|-----------------------------------|--|--------------------------|
| Group name (also include how to list on board): | | <input type="checkbox"/> | <input type="checkbox"/> |
| | | Profit | Non Profit |
| Contact person: | Phone: (H) | Phone: (W) | |
| | Cell phone: | FAX #: | |
| 2nd contact person and/or local contact: | Phone: (H) | Phone: (W) | |
| | Cell phone: | FAX#: | |
| Address of organization: | | Email address: | |
| Purpose of meeting: | | | |
| Open to the public? Yes <input type="checkbox"/> No <input type="checkbox"/> | | | |
| Date of meeting: | Reservation time and set up time: | Coffee pot: | |
| | | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Will you need audio-visual equipment for this meeting? Yes <input type="checkbox"/> No <input type="checkbox"/> | | | |
| <i>Please remember, YOU are responsible for reserving this equipment. It is recommended that you reserve equipment at the time you make your room reservation.</i> | | | |
| <ul style="list-style-type: none"> • Arrange the room to meet your needs, but it must be returned to the original set-up. • Neither the Campbell County Public Library System Board of Trustees nor Campbell County is responsible for accidents, injury, or loss while using the meeting rooms. Organizations holding meetings assume responsibility for damage to room and/or contents. • Failure to comply with all library policies will result in loss of meeting room privileges. | | | |
| I have read and fully understand the rules on meeting room use for non-library activities. I also understand library approval must be granted if this is my first meeting room request. My name and phone number may be released when I am sponsoring a public meeting. | | | |
| Signature of responsible party: | | | Date: |
| Library employee taking reservation: | | | |
| Director's approval for first-time meeting room reservation: | | | |