

**Request for Use of Library Meeting Room
@Converse Free Library**

Person and/or Organization requesting

Phone # _____ Email _____

Mailing Address _____

Date and Time of Room Use: _____

Number of people expected: _____ (Fire code limits the use to 32 people.)

A monitor is required to be in attendance during any meeting/program held when the library is closed to the public. A list of trained monitors will be provided by the librarian. The monitor will open and close the library AND MUST BE PRESENT WHILE THE ROOM IS IN USE. Reimbursement to the monitor is between the monitor and person reserving the room. The Library Board recommends \$20.00/program or event.

Name of monitor _____

Phone # _____

Signature of monitor to verify the monitor has agreed to this responsibility. Only the monitor will be given the key to the building.

Signature _____ Date _____

Request submitted _____

Approved by _____