Georgetown Peabody Library
Room Reservation Form & Agreement

Georgetown Peabody Library's meeting rooms are available during the hours the Library is open without charge for civic, cultural, educational and philanthropic activities of a non-profit, non-commercial nature. With prior arrangement, the meeting rooms may be offered extended use Monday, Tuesday, and Wednesday evenings until 9 pm. All events held in the meeting rooms must be free and open to the public. Please review the full Meeting Room Policy.

Name of Organization: _____

Purpose for which use is requested: _____

Name of organization's representative: _____

Address: _____ Phone: _____

Email: _____ Cell Phone: _____

The organization desires to reserve a meeting room for the following time(s) and date(s) and estimates the number of people who will attend the meeting as follows.

Date of Meeting _____
Time of Meeting _____to _____
Number of Attendees (est.) _____

Date of Meeting _____
Time of Meeting _____to _____
Number of Attendees (est.) _____

Date of Meeting _____
Time of Meeting _____to _____
Number of Attendees (est.) _____

Date of Meeting _____
Time of Meeting _____to _____
Number of Attendees (est.) _____

The person signing this request form acknowledges that s/he has read the Meeting Room Policy of the Georgetown Peabody Library and assumes full responsibility for the conduct of the event and its participants, as well as the care of the meeting rooms, as described in the Policy.

Signature: _____ Date: _____

STAFF USE
Date received _____
Meeting Room (seating cap. 80) _____
Local History Room (max. 10) _____
Community Room (max. 22) _____