

Meeting Room Use Application

CRAFT MEMORIAL LIBRARY

600 Commerce Street
Bluefield, WV 24701
(304) 325-3943 / FAX: (304) 325-3702

Please complete the following information and return to the Library prior to the date requested.

Organization _____

Address _____ Phone _____

Contact Person's Name _____

Address _____ Phone _____

Email _____

Purpose of Organization _____

Purpose for which room is requested _____

Individual filing application _____

Title in Organization _____

Address (if different) _____ Phone _____

Single Meeting _____ Series of Meetings _____ Size of Group _____

Date(s) _____ Beg/End Time _____

Speaker _____ Topic _____

Meeting open to public? _____ If no, why? _____

Equipment needed _____

Do you expect to charge a fee or collect money? _____

If yes, how much and for what purpose? _____

A fee is not charged for any non-profit group using of the room, although donations will be gratefully accepted.

OFFICE USE ONLY:

Approved/Not Approved _____ Date _____

Notes: _____