

Comstock Township Library * Heritage Meeting Room Use Application

Please review the Meeting Room Use Policy for eligibility and terms of use. Meetings may be booked up to six weeks in advance. Reservations are made on a first come, first served basis and may not be available for the time you request. You will be notified if your reservation is approved. A valid Comstock Township resident library card number is required to reserve the room.

Organization Name: _____

Meeting Purpose: _____

Meeting Date: _____

Start Time: _____

End Time (must be minimum of 15 minutes before the library closes): _____

Estimated Number of Attendees (no more than 20): _____

Your Name: _____

Library Card Number: _____

Email: _____

Phone Number: _____

On behalf of the above name organization, I hereby declare application for use of the Heritage Meeting Room. I have read and understand the policy on the use of library facilities and agree to abide by its regulations. I agree to be personally and financially responsible for returning the facility in the same condition it was received.

Signature: _____ Date: _____

STAFF USE ONLY (please initial and date when completed):

_____ Meeting room schedule checked and scheduled for requested date

_____ Patron given copy of application and Meeting Room Policy

_____ Original application added to Heritage Rm Reservation binder at the Reference Desk