

**MANTENO PUBLIC LIBRARY
MEETING ROOM SCHEDULING REQUEST FORM**

- Scheduling requests should be made at least two weeks in advance, but will not be accepted more than two months in advance of the requested date(s).
- ***Your request is not scheduled until you receive confirmation from the Library.***

Organization Name:

Responsible Party's Name:

Address _____

City/ST/ZIP _____

Phones (day) _____

(Evening) _____ (cell) _____

Email _____

Date(s) of Meeting _____

Approximate Attendance: _____

Time of Meeting _____

Purpose of Meeting:

Signature of Responsible Party or Designee:

Print Name: _____ Date: _____