

Candor Free Library Meeting Room Agreement Form

Candor Free Library encourages the use of our meeting room and other spaces in the library by community and nonprofit groups and organizations for meetings and gatherings that are educational, cultural, or civic in nature, in accordance with our Meeting Room Use and Program Policy

For questions, contact the library at (607) 659-7258 or director@candorfreelibrary.org

Name of Group/Organization _____

Contact person _____

Phone _____ email _____

Contact person's address _____

Purpose of the group/organization _____

Brief Description of Meeting or Program _____

Date of Reservation _____ Time _____ to _____

Will refreshments be served? Yes No

The undersigned user of the meeting room has read the Candor Free Library Meeting Room Policy, understands and agrees to abide by the guidelines and rules described therein. Failure to abide by these rules may disqualify the organization from future use of the rooms.

Signature _____ date _____

(Responsible party for user group)

Applications are held on file for 5 years. If the group intends to continue meeting at the library the responsible party for the group should submit a new updated application.

Initials of Library Staff _____ Date _____