

Application for Use of the Ashbrook Meeting Room

El Reno Carnegie Library
215 E. Wade
El Reno, OK 73036
405-262-2409

Returning this form does not guarantee room reservation. To confirm reservation, please contact the Librarian at least three (3) days prior to meeting date at 405-262-2409.

Date of Application: _____

Date(s) Room Requested: _____

Times Requested: _____

Approximate Size of Group: _____

Information on Organization

Name: _____

Address: _____
(Street) (City) (State/Zip)

Telephone: _____

Purpose or Function of Organization: _____

Purpose of Meeting: _____

Information on Individual Filing Application

Name: _____

Address: _____
(Street) (City) (State/Zip)

Telephone: _____

I affirm that I am at least eighteen years of age. I have read and understand the regulations pertaining to the use of the Ashbrook Meeting Room, and I agree to abide by the regulations.

Signature of Individual Filing Application: _____

For Office Use Only:

Date received: _____ **Approved:** _____