

**WAYLAND PUBLIC LIBRARY**  
APPLICATION FORM FOR USE OF RAYTHEON ROOM (MEETING ROOM)

Name of organization \_\_\_\_\_

Address of organization \_\_\_\_\_

Individual in charge \_\_\_\_\_

Telephone number \_\_\_\_\_

Purpose of room use \_\_\_\_\_

Estimated attendance \_\_\_\_\_

Requested date(s) \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

Room arrangement preferred:

Theater style \_\_\_\_\_

Chairs around a table \_\_\_\_\_

Chairs in a circle \_\_\_\_\_

AV needs:  Sound system  Digital projector  DVD/VHS player

Other (describe) \_\_\_\_\_

**For listing on the Wayland Library Calendar:**

Title of event \_\_\_\_\_

Time of program: from \_\_\_\_\_ to \_\_\_\_\_

Would you like to include a contact person? If so, name: \_\_\_\_\_

Telephone or e-mail \_\_\_\_\_

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I have read the Library's "Use of the Raytheon Room" Policy Statement and agree to abide by guidelines established by the Board of Library Trustees.

Signature \_\_\_\_\_

Address \_\_\_\_\_

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This request has been approved by the Library Director acting on behalf of the Library Board of Trustees. The fee for the use of the room is \_\_\_\_\_. (\$50 for four hours or less; \$100 for more than four hours)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_