



Franklin-Springboro Public Library

Meeting Room Request Form

Franklin Library • 44 E. Fourth Street • Franklin, Ohio 45005 • 937-746-2665 (Voice) • 937-746-2847 (Fax)
Springboro Branch • 125 Park Lane • Springboro, Ohio 45066 • 937-748-3200 (Voice) • 937-748-4831 (Fax)

Please read our meeting room use policy before completing this form.

Date needed: _____ Location (circle one): Franklin Springboro

Time (from): _____ (to): _____

Please allow time to set up and clean up. Meeting room must be vacated five minutes prior to Library closing.

Purpose of Meeting: _____

Estimated Attendance: _____ Is the meeting open to the public (circle one)? YES NO

Will refreshments be served (circle one)? YES NO

Organization

Name of Organization: _____

Name of Contact Person: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Telephone: _____ Fax: _____

May the library give your telephone number to anyone inquiring about your organization? YES NO

Applicant please initial each:

_____ I have received a copy of the Franklin Public Library's meeting room policy and agree to comply with all provisions of that policy (see reverse side of application). →

_____ I certify that this meeting is NOT to promote, advertise or lead to the sale of any product or service.

_____ No money is collected or solicited from participants for any purpose except as stated above.

Donations for the use of a meeting room are greatly appreciated.

Signature of Contact Person

Date

LIBRARY USE ONLY

Application Taken By _____ Date _____

Approved _____ Denied _____ Reason for Denial _____

Meeting Room: Mary Hankinson (Side _____) Mary Novak Springboro