

Room Reservation Request



Contact Information

Name:

Organization:

Address:

Phone:

E-mail:

Event Information

Room Requested:

Name of Event:

Event Date(s):

Number of Attendees:

Beginning Time:

Ending Time:

A / V Equipment Request:

Community Room Setup:

Wireless Access required (if yes, obtain a guest pass from a public service desk): _____

I have been given a copy of the Community Room Policy, and agree to abide by its provisions.

Signature:

Date:

For Library Use Only:

Approved by: _____

Notification Date: _____

\$25.00 Deposit Received: _____

This application may be submitted in person or mailed to the Administrative Offices,
Ypsilanti District Library, 5577 Whittaker Rd. Ypsilanti, MI 48197; or faxed to (734) 879-1315