



WOODRUFF ANNEX MEETING ROOM RESERVATION APPLICATION

The DeWitt District Library is pleased to offer its Woodruff Annex Meeting Room to any individual, group or organization with a DeWitt District Library card for cultural, educational and informational purposes pursuant to the requirements of the Woodruff Annex Meeting Room Policy. Meetings may be booked between one week and two months in advance. Please use one form per meeting. **Submission of this application does not guarantee reservation approval.**

(Please Print)

Organization: _____

Representative: _____

Representative's Title: _____

Address: _____

City: _____ Zip Code: _____

Home Phone: _____ Alternate Phone: _____

Email Address: _____

Date of Birth: _____

Tax Exempt or Driver's License Number: _____

DeWitt District Library Card Number: _____

Day and Date Requested: _____

Type of Activity: _____

Hours Requested: _____

Number of Attendees Expected*: _____

*(Maximum capacity is 50 without tables and chairs)

Number of Tables (up to 5): _____ Number of Chairs Needed: _____

Check-in Date/Time*: _____

*(Reservations will be forfeited if applicant is more than 15 minutes late)

Check-out Time: _____

*(Maximum 2 hour block; includes set-up)

Signature of organization representative: _____

Date: _____

Your signature indicates that you have read and accepted the conditions set forth in the Woodruff Annex Meeting Room Policy and are at least 18 years of age, and that you, your organization and your attendees waive any claims for losses, injuries and damages. This application may be faxed to the DeWitt District Library: (517) 669-6408 or returned to the Library at the above address. The application must be completed, signed and approved by the Library Business Office before the reservation can be confirmed.