

woodburn PUBLIC LIBRARY

Room Reservation Request Form

Contact the Library reference desk at 503-982-5252 for more information.

Email the completed form to reference@ci.woodburn.or.us

Conference (10 people) Carnegie (36 people) Multipurpose (51 people)

Name of Organization: _____

Nature of Meeting: _____

Person Responsible: _____

Phone Number: _____ Email: _____

Address: _____ City/State/Zip: _____

Reservation Date(s): _____ Day(s) of Week: _____

Start Time: _____ End Time: _____ Attendance: _____

Is this a recurring reservation request? If so, is it

Every week Every other week Once a month

Applicant acknowledges that this reservation allows Applicant exclusive use of the meeting room during the time indicated on the approved application. The remainder of the facility is available to Applicant and to the general public. All persons for whom a Room Reservation Application is approved agree to waive, release, acquit, and forever hold harmless the City of Woodburn, its officers, agents and employees from any and all suits, claims, demands or assertions of liability whatsoever for personal injuries, property damage, injury to incorporeal interests, or other like damages occasioned by, arising from, or otherwise connected with the use of the facility herein described; and do hereby covenant that no action by law, or suit in equity, shall ever be brought against the City of Woodburn, its officers, agents or employees on account of any manner here above set forth. I agree to comply with all rules, regulations, and policies as set forth by the City of Woodburn. I further attest that I am 18 years of age or older and will be personally responsible for repair of damage to equipment, the facilities, grounds or for replacement of stolen equipment. **By signing below, applicant agrees to follow the Library Policy on Usage of Library Meeting Rooms.**

Printed Name: _____ Signature: _____

Date: _____

For office use only:

Day of Week	Date	Time From/To		Day of Week	Date	Time From/To

