



Red Jacket Community Library

Meeting Room Reservation Request

We have three meeting rooms with seating for 12, 16 and 18 people.

Please read our **meeting room use policies** before completing this form.

Name of your organization			
Date and time of meeting			
	<input type="checkbox"/> one-time meeting <input type="checkbox"/> recurring meeting (attach schedule of future meetings)		
Purpose of meeting			
Number of people expected			
Name of person making the request			
Address			
Phone number			
Signature		Date	
Approval from RJCL Staff		Date	