

MEETING ROOM AGREEMENT

The Norwalk Public Library offers public use of the meeting rooms as gathering places to exchange ideas, access and share information, and participate in programs created for public enjoyment, education, and civic engagement.

Person and Organization Responsible: _____

Mailing Address: _____

Telephone Number: _____

Date and Time of Room Use: _____

I read and received a copy of the Meeting Room Policy: _____ (initial)

My meeting will end within 15 minutes of closing: _____

I understand NPL has the right to reschedule reservations: _____

There will be no admission fees, sales, or solicitation of any kind: _____

All food waste will be removed from the building: _____

I, the undersigned, agree to follow all the rules set forth by the Norwalk Public Library Meeting Room Policy. It is my responsibility to ensure members of the group abide by those same rules.

Received by (library staff member)/Date

Event has been added to the calendar _____