

W. Walworth Harrison Public Library
#1 Lou Finney Lane
Greenville, TX 75401
903-457-2992

Meeting Room Reservation Form

The Meeting Room seats a maximum of 80 people- audience style or 40 –seated at tables. It includes a kitchenette and refrigerator and is only available during library hours. Room set up is the responsibility of the organization renting the room.

Date of Reservation: _____ **Expected Attendance:** _____

Arrival Time: _____ **Departure Time:** _____
(Allow time of room set-up) (At least fifteen minutes prior to closing)

Name of the Event: _____

Organization: _____

Library: _____ City/School: _____ Profit: _____ Nonprofit: _____

Contact Person: _____

Address: _____

Email: _____

Daytime Number: () _____ - _____ **Evening Number:** () _____ - _____

Deposit: **\$25.00 is due at the time of the reservation is made.**
(This total amount will be refunded unless the event is cancelled without 3 days written notice or unless damages are assessed as a result of the room use.)

Rental Fees: The total amount is due at least three days prior to the event.

Nonprofit: \$10 per hour (minimum 2 hours) or \$60.00 per day
\$10 x _____ hrs. = \$ _____

Profit/Commercial: \$30 per hour (minimum 2 hours) or \$180.00 per day
\$30 x _____ hrs. = \$ _____

Received payment in full of: _____ **Check #:** _____

Library Staff Member: _____ **Date:** _____

Contact Person's Signature: _____