

SOUTHGATE VETERANS MEMORIAL LIBRARY

14680 Dix-Toledo Road

Southgate, MI 48195

Phone: 734-258-3002

Fax: 734-284-9477

APPLICATION FOR MEETING ROOM USE

Please PRINT clearly

Organization name _____

Contact name _____

Address _____ City _____ State ____ ZIP _____

Home/Cell Phone _____ Business Phone _____

E-mail address _____

Date(s) of Meeting _____

Time: From _____ to _____

Total number of hours _____ Reservation Fee Owed: _____

Type of activity _____

Anticipated attendance _____

Preferred Room (circle one) FRONT BACK BOTH

The undersigned hereby states that he or she has read the policies and regulations of the Southgate Veterans Memorial Library relative to the use of the facilities and agrees to all arrangements therein stated. The undersigned further states that he or she has authority to sign this application for the above named organization.

Signature of applicant _____

Remarks _____

Approved by: _____ Date: _____

NO ADMISSION FEES OF ANY KIND MAY BE CHARGED FOR PROGRAMS

The meeting rooms of the Southgate Veteran's Memorial Library is available to all groups regardless of age, sex, race, color, religion, creed, national origin, ancestry, handicap, military service, or political belief, within the guidelines of the policies and regulations for the usage of the meeting rooms. **Hours:** Monday-Thursday, 10am-9pm; Saturday, 10am-5pm