



LIBRARY COMMUNITY ROOM USE REQUEST FORM

Fee of \$12.50 per hour or any part of an hour

Request for use of Madeline F. Whittlesey Community Room Unavailable during Main Library renovation.

Point Richmond Community Room (139 Washington Avenue)

Is this a City sponsored event? Yes No Date of Application _____

Date of Approval _____

Date(s)	Event	Times Requested

Group Name	
Contact Person	
Email	
Telephone	
# of Attendees	

I have read the Library Community Rooms Use Policy and agree to abide by it.

Sign to acknowledge Policy:

Details of Event:

Chairs and tables are limited. Other equipment that may be needed for the event must be brought in by the renter. Additionally, renter is responsible for the set-up and break down of the event.

**COMPLETE THIS FORM AND CALL THE LIBRARY ADMINISTRATION OFFICE TO ARRANGE PAYMENT.
RICHMOND PUBLIC LIBRARY, 403 CIVIC CENTER PLAZA, RICHMOND, CA 94804 – (510) 620-6555**