



MADELINE F. WHITTLESEY COMMUNITY ROOM USE REQUEST FORM

The cost is \$12.50 per hour or any part of an hour

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 Madeline F. Whittlesey Community Room Policy and agree to abide by it.
Sign to acknowledge Policy:

Details of Event:

*Chairs (80) and tables (8) 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 RETURN IT TO THE LIBRARY ADMINISTRATION OFFICE AT
THE RICHMOND PUBLIC LIBRARY, 325 CIVIC CENTER PLAZA, RICHMOND, CA 94804 (510) 620-6555**