



ROSEBURG PUBLIC LIBRARY

1409 NE Diamond Lake Blvd., Ste. 100

Roseburg, OR 97470

www.cityofroseburg.org

library@cityofroseburg.org

MEETING ROOM APPLICATION

Reservation date: _____

Time of room use: _____ to _____

Must include setup and cleanup time. Access to the room may not be available before or after the times renter indicates here.

Ford Room:

South Umpqua Room:

Deer Creek Room:

Multipurpose Room #1:

Multipurpose Room #2:

If technology assistance is needed, it is the applicant's responsibility to schedule an appointment with library staff for training before the date of the reservation. Library staff may not be available to provide last-minute assistance.

Refer to Meeting Room Policy for Use Fees

User name and contact information:

Name: _____ Phone: _____

Email: _____

Address: _____

City: _____ State: _____ Zip code: _____

I have read the Meeting Room Policy, which is incorporated herein by reference, and agree to abide by it.

Responsible Person:

Signature (signed or digital)

Date

Download this form, complete it, then send as an attachment to
library@cityofroseburg.org