



WadsworthLibrary

24 Center Street, Geneseo, New York 14454

Phone: 585-243-0440

Fax: 585-243-0429

Email: geneseolibrary@owwl.org

Application for Use of Meeting Room

Groups wishing to reserve the meeting room should read the Wadsworth Library Meeting Room Policy and submit a completed Application and a Hold Harmless form to the Library Director. Tentative bookings may be made by telephone, but a written application is required for confirmation.

Anna Grace, Director

Name of Organization _____

Purpose of Organization _____

Contact/Presenter _____

Address _____

Phone Number _____

Email address _____

Dates Requested _____

Times Requested _____

Purpose of Meeting _____

Anticipated Attendance _____

Does your organization have insurance? _____ If so, please attach a copy of your certificate. Is library's Hold Harmless agreement attached? _____

I have read the Wadsworth Library Meeting Room Policy and agree to comply with its requirements.

Signature

Date

Approved by _____

Director

Date