



Franklin County Library * 105 S. Porter St. * Winchester, TN 37398 * 931.967.3706 * fax 931.962.1477
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The library meeting rooms are to be primarily used to promote library functions and activities. The rooms may also be scheduled by library-related organizations and for use by groups or organizations of a civic, cultural, or educational character, but not for social gatherings, money-raising, or commercial purposes. They are not available for meetings of a political, partisan, or religious nature. The meeting rooms may be scheduled during library hours only. Activities in the rooms may not conflict with library activities, and the library will always have precedence over other groups in scheduling the rooms. Those reserving a room must make arrangements with the Library Director or in her absence designated appropriate staff.

Please complete and **mail or fax form** back to Franklin County Library. Confirmation will be emailed.

Name of contact person attending meeting _____

Email address _____

Phone number _____ FAX _____

Name of organization _____

Mailing address _____

City, State, and Zip _____

Program name _____

Purpose of meeting _____

Expected attendance _____

Date and time meeting room is needed including set up and clean up _____

*Please no food or drink; water bottles are acceptable.

If meeting is cancelled, please notify the director by fax, email, or phone.

I have read and will comply with the Franklin County Library meeting room policy and will share this information with all attendees. I understand I am responsible for loss or damage of Franklin County Library equipment. Thank you.

Signature _____ Date _____

Print name _____