

Olney Public Library

Meeting Room Request Form

Please complete and submit this form to the library director.

Date of Use

Contact Name & Phone Number / Name of Business

Do you live inside the city limits of Olney?

Times Room Will Be Used

of People

of tables and chairs

Do you need the projector and screen?

Signature

Date

Director Will Fill Out Information Below

Approved or Not Approved

\$50.00 resident inside city limits

\$75.00 resident outside city limits

If NOT Approved, Explain Why

Director Signature

Date Paid

- ✓ **Requestor must be 18 or older.**
- ✓ **The room must be returned to the same clean and orderly condition that it was before the meeting began. Any damages obtained during the time of your event may be charged to the contact person or business responsible.**



400 West Main Street



618-392-3711



olneypublib@gmail.com