

REC'D: \_\_\_\_\_  
DATE \_\_\_\_\_ TIME \_\_\_\_\_ STAFF \_\_\_\_\_

**Lunenburg Public Library**  
**ROOM RESERVATION REQUEST**

It is our policy to request reservations be made two weeks in advance.

Every effort will be made to accommodate later requests when possible.

Requests will be booked in order of date and time received. Confirmation will be made via email when possible. In the event of questions, conflicts or unavailability, we will call the number you provide.

Organization \_\_\_\_\_

Card Number \_\_\_\_\_

Contact Name \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

	<u>USE</u> <u>DATE</u>	<u>ROOM</u>	<u>TIME</u>	<u>EQUIP</u>	
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____