



Meeting Room Use Agreement

5130 Davenport Drive | Lansing, MI 48917 | 517.321.4014

Name of individual or organization: _____

Contact Information

Name: _____

Email: _____

Phone: _____

Are you a 501(c)(3) organization? Yes No

If yes, please provide a copy of your 501(c)(3) documentation with this form and provide your organization's taxpayer ID #: _____

I have read and understand the meeting room policy and regulations provided and accept full responsibility for compliance with them:

Applicant Signature _____

Applicant Name (Print) _____

Applicant Email Address _____

Applicant Phone _____ Date _____

Rooms are not available for religious services, partisan politics, business use, or purely social occasions.

Please return this agreement form (with a copy of your 501(c)(3) documentation if applicable), to the Delta Township District Library by email (rcampbell@dtdl.org) or by mail to 5130 Davenport Drive, Lansing, MI 48917, or drop it off at the library attention Rebecca Campbell.

Only confirmed meeting room reservations for specific dates and times entitle an individual or organization to reserve a meeting room. Confirmation will be by email to the applicant.