



Heritage Public Library
52 Fourth Street
McDonald, PA 15057

PH: 724-926-8400
FAX: 724-926-4686
URL: <http://www.washlibs.org/heritage>
Email: heritagelibrary@comcast.net

Meeting Room Application

1. Rental fee is \$50.00. This is due when the reservation is made.
2. A security deposit of \$50.00 is also due when reservation is made. Please see attached page for return of deposit.
3. Room will be reserved only after the two payments are made.
Please read and take with you the attached meeting room policy sheet.

APPLICANT'S NAME: _____

ADDRESS: _____

ORGANIZATION _____

PHONE: _____ DATE NEEDED: _____

TIME OF EVENT _____ PREP TIME _____

ROOM KEY MAY BE PICKED UP AFTER DEPOSIT AND ROOM FEE ARE PAID
AND NO MORE THAN ONE WEEK BEFORE EVENT

I have read and agree to follow the attached "Meeting Room Policy". I agree to assume
responsibility for any damage and will leave the room in a neat and clean condition.

SIGNATURE OF APPLICANT:

DATE: _____ STAFF INITIALS: _____

STAFF USE ONLY:

\$50 DEPOSIT RECEIVED BY _____ CHECK # _____ DATE _____

ROOM RENTAL RECEIVED BY _____ CHECK# _____ DATE _____

P/U KEY # _____ STAFF INITIALS _____ DATE _____

RETURNED KEY # _____ STAFF INITIALS _____ DATE _____