

**Hickory Public Library
Study Room Reservation Request Form**

A designated group or organization member, age 18 or over, must complete a reservation request form each time he/she wishes to reserve a study room. Reservations cannot be made over the telephone. No reservation can be confirmed until this form is filled out, signed, and returned to the library.

I have read the attached policy and rules concerning the use of the library study room. I agree to abide by these rules. Applicant's signature_____

Today's Date_____

Your Name_____

Group Name_____

Your Position in Group_____

Mailing Address_____

City_____ State_____ Zip Code_____

Telephone Number *work*_____ *fax*_____ *home*_____

E-mail address_____

Date You Wish to Reserve Study Room_____

Time You Wish to Reserve Study Room *from*_____ *to*_____

Explanation of Activity _____

Expected Number of Attendees_____

If you have any questions about the library study room or about this form, please call Patrick Beaver Memorial Library at 304-0500 ext. 228 or Ridgeview Branch Library at 345-6037.

Study Room Reservations may be returned to Patrick Beaver Memorial Library in person, faxed to (828) 304-0023, or mailed to 375 Third Street NE, Hickory, NC 28601. Reservations for Ridgeview Branch Library may be returned in person, faxed to (828) 267-0485, or mailed to 706 First Street SW, Hickory, NC 28602.

FOR LIBRARY USE ONLY

Approved_____Notified_____Initials_____