

Worcester County Library Meeting Room Request Form

Organization _____ Phone _____

Address _____

City, State, Zip _____

Purpose of meeting _____

Meeting Room: Ocean Pines – large room ___ Ocean Pines – conference room ___

Ocean City ___ Pocomoke ___ Snow Hill ___

Date(s) room needed _____

Number attending _____

Applicant's name _____ Contact (if different) _____

Address _____ Address _____

Phone(s) _____ Phone(s) _____

Actual meeting times Start _____ End _____

Preparation & cleanup times Start _____ End _____

Equipment requested _____

Return this request form to the library where you wish to meet. If you have any questions, please call your branch library.

PLEASE READ AND SIGN THE MEETING ROOM POLICY PAGE.