

**Study/Meeting Space Reservation Form
Southwick Public Library**

Name: _____

Mailing Address: _____

Phone Number of the Contact Person: _____

Email of the Contact Person: _____

Date Requested: _____

Beginning Time: _____ Ending Time: _____

When you turn in your reservation form, staff will confirm if the space is available for your requested time.

Whiteboard markers are available to borrow at the circulation desk, you will be responsible for returning those markers when done using the space.