

WELLSBURG PUBLIC LIBRARY

KEY PICK UP FORM

The person who picks up the key for the use of the meeting room at the Wellsburg Library is responsible for the return of the key the next morning by 10:00 AM.

If the key is lost or misplaced the person who picked up the key and signed this form will be responsible for the cost of having the library doors re-keyed.

Name: _____

Business/Organization: _____

Phone Number: _____

Signature: _____

Date: _____

Key color: _____

Key returned: _____