

APPLICATION FOR USE OF:

**CONFERENCE ROOM, MEETING ROOM, PROGRAM ROOM**

Date of Use \_\_\_\_\_ Hours \_\_\_\_\_ Date of Request \_\_\_\_\_

For Use of \_\_\_\_\_ Room

Name of Organization \_\_\_\_\_

Profit  Non-profit

Purpose of Meeting \_\_\_\_\_

Estimated Number Attending \_\_\_\_\_

Equipment needed (check all that apply):

Laptop (their own)

DVD Player

Lectern

Laptop (ours)

CD Player

VHS Player

Projector

Tables # \_\_\_\_\_

Chairs # \_\_\_\_\_

Computer Lab

Television

Screen, portable 1 or 2 or 3

Slide Projector 1 or 2

I have read and understand the Library Meeting Room policy.

Name or Responsible Party (please print) \_\_\_\_\_

Signature of Responsible Party \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Rental Fee\*: \$25 not-for-profit groups \$50 for-profit businesses

Fee \_\_\_\_\_ Date Paid \_\_\_\_\_

\*The Library Director may waive or amend fees as appropriate.

Meeting: Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

By: \_\_\_\_\_ Date \_\_\_\_\_

Library Hours: 10:00am – 8:30pm Monday through Thursday

10:00am – 5:30pm Friday

10:00am – 3:00pm Saturday

1:00am – 4:00pm Sunday (September-May)

Patron Notified on \_\_\_\_\_ by \_\_\_\_\_

Copy Angela

Copy Kathy

A/V Signup if applies