

\_\_\_\_\_ **PUBLIC LIBRARY**  
**Meeting Room Reservation Form**

<b>DATE OF APPLICATION:</b>	<b>TIME:</b>
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**GROUP INFORMATION:**

Name of Organization:		
Type of Organization: <input type="checkbox"/> Civic <input type="checkbox"/> Educational <input type="checkbox"/> Religious Other ( <i>please specify</i> ) _____		
Applicant's Name:		
Applicant's Address:		
Business Phone ( ) –	Home Phone ( ) –	E-Mail:

**MEETING INFORMATION:**

Date of Meeting:	Start Time:	End Time:
Estimated Attendance:	Open to the Public? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Detailed description of meeting and its purpose:		

**EQUIPMENT NEEDED:**

- Tables  Chairs  VCR  DVD
- Computer  Kitchen  Overhead Projector  Opaque Projector
- Coffeepot  Punchbowl  White Board  Slide Projector

***I have read and agree to abide by the policy governing the use of the meeting room and accept responsibility for the room and any damages.***

Applicant's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Librarian's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Approved:  Yes  No

If not approved, state reason:

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