

**Meeting Room Use Application**

Assumption Parish Library

Organization/Business \_\_\_\_\_

Purpose of Organization/Business \_\_\_\_\_

President's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

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

Name of Person Applying \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell \_\_\_\_\_ Business \_\_\_\_\_

Approximate Size of Group for Meeting \_\_\_\_\_

Branch Meeting Room requested \_\_\_\_\_

Date of Meeting \_\_\_\_\_ Time \_\_\_\_\_

Use of Kitchen?      **YES**              **NO**

Equipment needed: \_\_\_\_\_  
\_\_\_\_\_

Note: Each organization is responsible for set up of meeting space, as well as cleaning of the space after meeting take places. All meetings must be held within regular library operating hours. No exceptions will be made to this regulation. Meetings must end 20 minutes before scheduled closing time of the library where the meeting is taking place.

Applications must be submitted in a timely manner so that spaces can be utilized best.

Applicant's Assumption Parish Library Card # \_\_\_\_\_

I have read and agree to abide by the meeting room policies established by the Assumption Parish Library Board

Applicant \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_