



# Meeting Room Request

Group Name/Agency: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Home Address: \_\_\_\_\_

Qualifications	Yes	No
Garland County Resident	<input type="checkbox"/>	<input type="checkbox"/>
Government Agency	<input type="checkbox"/>	<input type="checkbox"/>
NonProfit Organization	<input type="checkbox"/>	<input type="checkbox"/>
Official for Profit Company	<input type="checkbox"/>	<input type="checkbox"/>

*The library reserves the right to request documentation to prove your status.*

Meeting Room Requested:  A  B  C  D  AUD Expected attendance: \_\_\_\_\_

Reason for use of room: \_\_\_\_\_

RESERVATION TIME: Begin: \_\_\_\_\_ End: \_\_\_\_\_ Meeting Start Time: \_\_\_\_\_  
 --Set up and clean up must be completed within reservation time period--

Date(s) needed: \_\_\_\_\_

**No group or individual shall be allowed use of meeting space for more than the current calendar year.** From October 1st through November 30th, all groups may request renewal of their reservation for the following year. Renewal is not guaranteed. All users should recognize that use of the Library's meeting rooms is temporary. Beginning December 1st each year, all meetings will be booked on a first-come, first-served basis for the following year.

Equipment needed (Auditorium only):  
 Podium w/mic     Handheld mic     Lavalier mic     Projection AV     White Board

Groups are responsible for arranging furniture in the configuration depicted in floor plan after the meeting is over.

*The Library bases its public performance policy on the US Copyright Law. According to copyright law, no copyrighted performance may be publicly shown without obtaining permission of the copyright holder, except in certain cases whereby public performance rights are inherent in the purchase or showing as elaborated upon in Section 110 of the Copyright Act, 17 USC.*

Agreement: I have read the official policy statement for the use of the Library's meeting rooms, and agree to abide by all rules listed therein. I know that failure to abide by the rules listed in the policy, including paying fees, will result in the cancellation of use for the library's meeting rooms. I understand that the library is not responsible for personal property or security of the people who attend each event.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Requesting Party's Representative*

Approved     Disapproved    by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Library Representative*

Notes:  
 \_\_\_\_\_  
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