

Date of event:	Time of event: (add time for setup if needed)
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Organization:

Purpose of event:

Estimated attendance at event:

Publicity: If this event is to be publicized, please explain and/or attach copy to this application:

It is hereby agreed that the above named organization will be fully responsible for compliance with regulations governing the use of this facility. I have read the regulations for use of this room and hereby certify that the organization which I represent and the activity which we are sponsoring fully meets the conditions set forth and hereby agree to observe regulations for use of this room.

Contact Person Signature:
(must be 18 yrs or older)

PRINT name:

Address:


Phone:	Email:
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Library card #:

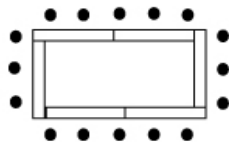
OR Driver's License #:

Room setup options (circle one):

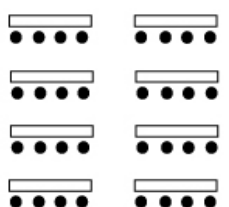
A. Auditorium Setup




B. Book Discussion Setup



C. Classroom Setup



D. U-Shape



E. No Chairs

Equipment Request: *(Library does not provide computer equipment)*

Media display _____ (Media cable is available for loan during room use—library card required)

Sound system _____

Hearing loop _____ (4 receivers available—works with hearing aids equipped with T-switch)

FOR STAFF USE ONLY:

Today's date: _____ Calendar booked: _____ Staff: _____