

# Alpha Park Pubic Library District

## Meeting Room Application



This application must be signed and submitted at least 48 hours prior to requested date of meeting room use, to the Library's Business Office, Monday-Friday 9:00am-4:30pm.

Name of Requestor: \_\_\_\_\_ Name of Organization: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Will this event be open to the public: Yes No

Nonprofit: Yes/No Other: \_\_\_\_\_

Are you charging an admission fee? Yes No

Date Requested: \_\_\_\_\_ Time Start: \_\_\_\_\_ Time End: \_\_\_\_\_

*Please note: Setup and teardown are included in the time requested.*

Purpose for room rental: \_\_\_\_\_

Anticipated attendance numbers: \_\_\_\_\_ Number of tables / chairs needed: \_\_\_\_\_

Contact person information (This information will be given to the general public if it is a public event):

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Equipment Request:

Large coffee maker \_\_\_\_\_ Small Keurig \_\_\_\_\_ Podium \_\_\_\_\_ Presentation Easel \_\_\_\_\_

White Board \_\_\_\_\_ Screen/Projector \_\_\_\_\_ Laptop Computer \_\_\_\_\_

Preferred Meeting Room:

Meeting Room 1: \_\_\_\_\_ Meeting Room 2 \_\_\_\_\_ Meeting Room 3 \_\_\_\_\_

*We will make every attempt to meet requests, however, the Library reserves the right to assign rooms.*

\_\_\_\_\_  
Signature of Requester

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Approver

\_\_\_\_\_  
Date

*Office Use Only*

Payment Status: Pending Paid In Full N/A