

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 _____ External CD/DVD Drive _____

White Board _____ Screen/Projector _____ Laptop Computer _____ Presenter with Laser Pointer _____

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