

Fayette County Public Library

Meeting Room Application

This form is for reserving a meeting room at the library.

Group & Contact Information

- Name of Group: _____
- Contact Person: _____
- Phone: _____
- Estimated Number of Attendees: _____

Reservation Details

Date Needed: _____

- Start Time: _____
- End Time: _____

Programs cannot begin before 9:00 a.m (no early entrance). Monday through Thursday, programs must end by 8:30 p.m. and on Fridays and Saturdays, programs must end by 5:30 p.m. All programs must be finished and cleanup started 30 minutes before closing time.

Room & Equipment

- Meeting Room Requested (check one):
 - DLL (seats 30 people)
 - Meeting Room (seats 200 people)
- Do you need any of these items?
 - Projector/Screen Yes ____ No ____
 - Microphone System Yes ____ No ____

***Groups are responsible for providing their own supplies like markers, scissors, tape, chart pads, etc. Nothing can be attached to any surface in the room.

Agreement & Cancellation

You must submit a current copy of your 501(c)(3) statement before applying.

- I have read and agree to the conditions stated in the meeting room policy.

- Signature: _____

- Date: _____

A refundable deposit of \$50.00 is required.

For Office Use Only

- Cancellation Date: _____
- Canceled By: _____
- No Show: _____

Staff Initials: _____