

Meeting Room Application

Date Room is Desired: _____

Time: _____

Name of Organization (if applicable): _____

Contact Person: _____

Phone: _____

Email: _____

Number of people who will be attending (limit 15): _____

Special Needs/Requirements:

Screen

LCD Projector

White board and markers

Easel

Other (please specify)

The meeting room of the Glenn A. Jones M.D. Memorial Library is available to small groups of 15 people or less. There is no charge for the use of the room. Library programs are given priority when reserving the meeting room.

Use of the meeting room is restricted to non-profit groups **ONLY**. The room may **NOT** be used for individuals seeking some sort of monetary gain, either at the time of the meeting or later. No admission fee may be charged.

Meetings **MUST** be scheduled during the Library's regular hours of operation and must be adjourned at least **10** minutes before closing. The meeting room must be returned to its original condition at the end of the meeting. Drinks with lids are allowed in the meeting room.

Library hours: Monday 9-5; Tuesday Wednesday Thursday 9-8; Friday 9-5; Saturday 9-1

To view the library's complete meeting room policy, please visit our website at www.librariesrock.org