

Clark County Public Library
Application for Use of a Library Meeting Room



Group/Organization name _____

Contact person _____ Address (include zip) _____

_____ Phone number (_____) _____

Type of meeting (main purpose) _____

Date and time of 1st meeting _____

Expected length of meeting (include set-up and take-down) _____

Expected attendance _____

Please note need for Library Audio Visual Equipment (\$10.00 fee) _____

If not the contact person, to whom should these charges be billed? _____

Address (include zip) _____

_____ Phone number (_____) _____

If refreshments are planned, what type? _____

Room Arrangement - At the Main Library the standard room set-up will be tables and chairs in a horseshoe (“U-shape”) configuration. At all locations groups requiring a different set-up may rearrange the tables and chairs to their desired configuration but must put them back the way they found them.

Main Library - Gaier Meeting Room

- U-shape w/tables (approx. 35 people)
- Class Room w/tables (approx. 30 people)
- Theater Style, no tables (approx. 75 people)

Enon Branch Meeting Room

- U-shape w/tables (approx. 40 people)
- Class Room w/tables (approx. 35 people)
- Theater Style, no tables (approx. 80 people)

Houston Branch Meeting Room

- U-Shape w/tables (approx. 40 people)
- Class Room w/tables (approx. 35 people)
- Theater Style, no tables (approx. 80 people)

Park Branch Meeting Room

- U-Shape w/tables (approx. 20 people)
- Class Room w/tables (approx. 20 people)
- Theater Style, no tables (approx. 45 people)

Southern Village Branch Meeting Room

- U-shape w/tables (approx. 30 people)
- Class Room w/tables (approx. 20 people)
- Theater Style, no tables (approx. 50 people)

Signature _____

Date _____

Person signing for the group is responsible for adherence to policy rules and the condition of the meeting room during and after use.

Library Use Only:	Approved by _____	Date _____
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