



Breaux Bridge Branch Library MEETING ROOM REQUEST FORM

Day of Week Requested for Meeting: Mon. / Tues. / Wed. / Thurs. / Fri. / Sat.

Date Requested for Meeting: _____ Time Needed*: _____

Specific Room Requested: Multipurpose Room (refreshments allowed)
 Conference Room (refreshments not allowed)

* Meetings must be concluded no less than 15 minutes prior to closing time.

Coffee Urn needed? YES NO

(No other kitchen equipment, utensils, or supplies will be provided by the Library.)

Purpose of Meeting: _____

Group/Organization: _____ Representative: _____

Position with Group/Organization: _____ Phone: _____

Address: _____

Estimated Attendance: Adults: _____ Children: _____

Physical Set-Up:

Library Equipment Available at no charge:

(Circle items requested)

- Projector DVD Player
- Wireless Microphone Wireless Presenter with Laser Pointer
- External Speakers

AGREEMENT OF TERMS FOR MEETING SPACE:

By submitting a request, you are agreeing to St. Martin Parish Library’s Code of Conduct and Public Meeting Room Policy. To access these policies online: Go to stmartinparishlibrary.org; Scroll over “About the Library”; Scroll over “Policies”; both policies can be accessed from the drop-down menu that appears.

Alternatively, you may visit view the policies in person at one of our branch locations or you may request a copy of the policies be faxed or mailed to you.

I have read the Code of Conduct and the Public Meeting Room Policy, and I agree that the group/organization function will be held in accordance with established policies for library and meeting room use. I also understand that my group/organization may be moved into another meeting space should a special circumstance arise.

Date of Application: _____ Signature: _____

This form should be submitted to the Breaux Bridge Branch Library. Return form in person or by fax or mail.

Return via FAX

337-442-6453

Return via MAIL
Breaux Bridge Branch Library
205 North Main Street
Breaux Bridge, LA 70517

Application Taken By: _____ Approved By: _____

Revised/Effective: October 2018