



# St. Martinville Branch Library MEETING ROOM REQUEST FORM

Date Requested for Meeting: \_\_\_\_\_ Time Needed: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Group/Organization: \_\_\_\_\_ Representative: \_\_\_\_\_

Position with the Group/Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Estimated Attendance: Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Library Equipment Available at No Charge: (Please circle items requested)

Projector      DVD Player      Podium

Physical Set-Up Requested: \_\_\_\_\_  
\_\_\_\_\_ Diagram Box  
\_\_\_\_\_

Coffee Urn needed?  YES  NO

**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](http://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.

Date of Application: \_\_\_\_\_ Signature: \_\_\_\_\_

This form should be submitted to the St. Martinville Branch Library. You may submit your form in person or by using one of the methods listed below.

Return via FAX  
  
337-394-4500

Return via MAIL  
St. Martinville Branch Library  
Attn: Circulation Desk  
201 Porter Street  
St. Martinville, LA 70582

Application Taken By: \_\_\_\_\_

Approved By: \_\_\_\_\_