



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.

30-cup Coffee Urn Requested? YES NO

12-cup Coffee Maker Requested? 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:

Library Equipment Available at no charge: (Circle items requested)

Projector DVD Player Wireless Microphone

Wireless Presenter with Laser Pointer External Speakers

Podium w/corded microphone Personal PA system

Neckloop Telecoil Couplers

(used w/personal PA system for telephone coil equipped hearing aid)

Physical Set-Up:

Diagram area for Physical Set-Up with lines and dots indicating equipment placement.

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: November 2022

Meeting Logged in SharePoint Calendar