



## Parks Branch Library MEETING ROOM REQUEST FORM

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

Date Requested for Meeting: \_\_\_\_\_

Time Needed\*: \_\_\_\_\_

\* 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

External Speakers

Physical Set-Up:

### 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. 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 Parks Branch Library. Return form in person or by fax or mail.

Return via FAX

337-342-2690

Return via MAIL

Parks Branch Library  
1012 Martin Street  
Parks, LA 70582

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

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

Revised: April 2019

Meeting Logged In SharePoint Calendar ☐