



# FLORENCE-LAUDERDALE PUBLIC LIBRARY MEETING ROOM APPLICATION

All requests for use of meeting rooms are subject to approval by the Executive Director. Signed applications must be returned to the library. For more information, call 256-764-6564 ext. 24 or email [meetingrooms@flpl.org](mailto:meetingrooms@flpl.org).

## MEETING AND GROUP INFORMATION Please print clearly

Select room:	<b>Conference Room</b> <input type="checkbox"/> <ul style="list-style-type: none"> <li>approximately 34' x 24'</li> <li>seats 75 in theater formation</li> <li>projection and audio equipment available*</li> <li>tables, chairs, and podium available*</li> <li>kitchenette access available*</li> </ul>	<b>Board Room</b> <input type="checkbox"/> <ul style="list-style-type: none"> <li>approximately 26' x 15'</li> <li>board table with 14 chairs</li> <li>projection equipment available*</li> <li>additional chairs and podium available*</li> <li>kitchenette access available*</li> </ul>	<b>Reading Room</b> <input type="checkbox"/> <ul style="list-style-type: none"> <li>approximately 54' x 19'</li> <li>accommodates 30 chairs or a combination of tables and chairs</li> <li>projection and audio equipment available*</li> <li>tables, chairs, and podium available*</li> </ul>
Name of person or group requesting use of a meeting room			
Meeting date(s) <small>Please request <b>at least 3 weeks in advance</b> to ensure availability</small>		Meeting start time(s) AM / PM	Meeting end time(s) AM / PM
Purpose of meeting			
Will a fee or donation be requested from attendees? <small>If so, please explain the nature of the fee/donation. Fees are subject to the Library Director's approval.</small>			
Expected attendance		Would you like your meeting information posted to our online events calendar?	

## EQUIPMENT & SERVICES REQUESTED

*Some equipment requires an additional fee to be paid at the time of application. Equipment availability is not guaranteed, though the library will make every effort to accommodate requests made on this form and to inform applicants of problems before the meeting date. Some equipment is not available in all rooms.*

<b>Audiovisual projection \$25</b> <input type="checkbox"/> <small>(Projector and screen, speaker system, CD/DVD player)</small>	<b>Teleconferencing \$25</b> <input type="checkbox"/> <small>(Video screen with audio/visual conferencing equipment)</small>	<b>Kitchenette</b> <input type="checkbox"/> <small>(Coffee maker, microwave, sink, dishwasher, ice maker)</small>	<b>Internet access</b> <input type="checkbox"/> <small>(Wi-Fi or ethernet connection for computer or other device)</small>	<b>Catering by Bookmarks</b> <input type="checkbox"/> <small>(Check box to receive information on our catering services)</small>
<b>Tables specify number</b> <input type="checkbox"/>	<b>Chairs specify number</b> <input type="checkbox"/>	<b>Podium</b> <input type="checkbox"/>	<b>Dry-erase board</b> <input type="checkbox"/>	<b>Easel</b> <input type="checkbox"/>

## APPLICANT INFORMATION

Name	Phone number
Alternate contact name	Alternate contact phone number
Applicant signature	Date

To be completed by library staff				
Approved by	Date	Fee amount	Date fee paid	Comments