



VERMILION PARISH LIBRARY

PO DRAWER 640 ABBEVILLE, LA 70511
405 E. ST. VICTOR ST. ABBEVILLE, LA 70510
337-893-2674 FAX: 337-898-0526

APPLICATION FOR USE OF MEETING ROOM

ORGANIZATION _____

DESCRIPTON OF ORGANIZATION _____

ADDRESS OF ORGANIZATION _____

PRIMARY PHONE _____ SECONDARY PHONE _____

INDIVIDUAL MAKING REQUEST _____
(PRINT NAME)

POSITION WITH GROUP/ORGANIZATION _____

EMAIL _____

LIBRARY CARD NUMBER _____ GROUP SIZE _____

PURPOSE OF MEETING _____

I/WE HAVE RECEIVED AND READ A PAPER COPY OF THE VERMILION PARISH LIBRARY POLICY AND I/WE AGREE THAT THE LIBRARY FUNCTION WILL BE HELD IN ACCORDANCE WITH THE ESTABLISHED RULES AND REGULATIONS FOR MEETING ROOM USAGE. I/WE FURTHER UNDERSTAND THAT MY GROUP MAY BE MOVED INTO ANOTHER MEETING SPACE OR CANCELLED SHOULD A SPECIAL CIRCUMSTANCE ARISE. I/WE ACCEPT FULL FINANCIAL RESPONSIBILITY FOR ANY AND ALL DAMAGES WHICH MAY OCCUR WHILE USING THE LIBRARY'S MEETING ROOMS.

PRINTED NAME OF AUTHORIZED GROUP REPRESENTATIVE

Signature of Authorized Group Representative

Date

DATE(S) NEEDED _____ TIME: From _____ To _____

_____ TIME: From _____ To _____

_____ TIME: From _____ To _____

_____ TIME: From _____ To _____



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STAFF USE ONLY

TO BE COMPLETED BY STAFF

Kitchen use
_____yes_____no

Equipment use
_____yes_____no

Date
Received_____

Date
Confirmed_____

CONFIRMING STAFF INITIALS

Available Items for use in meeting room only:

- White writing board
- Screen
- DVD player
- Television
- Video Conferencing Equipment
- Elmo
- white Board Markers
- LCD projector
- Vocal PA system (Abbeville Only)
- Portable PA system
- Wired Internet Access (Room A only upon request)
- Laptop (when not in library use)

Kitchen

- Kitchen facility
- coffee pot