



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 Name _____

Organization Type _____

Address _____

Dates and Times Requested _____

Head of Organization _____ Position _____

Phone # _____ Library Card # _____

Email _____

Organization Designee _____ Position _____

Phone # _____ Library Card # _____

Email _____

Available items for use in the meeting room only:

Kitchen ____ Dry Erase Markers ____ Portable PA ____ Projector & Remote ____

Only those representatives listed on this form will be allowed to make room reservations. All organizations will need approval before any reservations are accepted. Meeting room space booked under an organization may not be used for individuals, only for organization events. Organizational approval does not mean automatic approval of room reservations.

By signing this form, you have received, read, and understood the Vermilion Parish Library Meeting Room Policy and agree that all functions held in the library will be in accordance with the established rules and regulations for meeting room usage. **It is the responsibility of the signee to make sure all meeting room policies are followed by the organization.** Not following the policy may mean use of the library facilities for this organization may be retracted.

Printed Name of Head of Organization

Date

Signature of Head of the Organization

Date received: _____ Date confirmed: _____ Staff initials: _____



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Checklist to Complete Before Exiting the Building:

- All lights must be turned off when leaving.
- Tables placed in orderly manner either in a square, straight lines or meeting setting. (Do not fold or remove tables without library permission first).
- Cardboard must be placed between the tables when placing them on the table cart or against one another.
- Chairs must be stacked on the chair racks; no more than 10 chairs per rack.
- Doors to meeting rooms as well as the library's front entrance must be locked once everyone has left the building.
- The key can be returned in the book drop or handed in at the circulation desk with the completed attendance sheet in the bag provided by the Vermilion Parish Library.
- **Failure to return the meeting room key(s) by the next day will result in a fine of \$5.00 per day for each day if the key is not returned.**

ATTENDANCE: _____

GROUP NAME: _____

SIGNATURE OF HEAD OF ORGANIZATION: _____

DATE: _____