



## LAFAYETTE PUBLIC LIBRARY Meeting Room Request

### ORGANIZATION INFO

Name of organization: \_\_\_\_\_

Type of organization: ☐ non-profit ☐ for-profit ☐ government ☐ educational ☐ other: \_\_\_\_\_

Your name: \_\_\_\_\_ Library Card Number: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### EVENT INFO

Date: \_\_\_\_\_ Time Entering Room: \_\_\_\_\_ Time Exiting Room: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Purpose of event: \_\_\_\_\_

Is media coverage expected? ☐ No ☐ Yes (If yes, explain): \_\_\_\_\_

Technology needs: ☐ screen/projector ☐ laptop ☐ microphone ☐ other: \_\_\_\_\_

Room Setup: ☐ Classroom (tables and chairs) ☐ Theater (chairs) ☐ Square ☐ U-Shaped ☐ other: \_\_\_\_\_

### AGREEMENT OF MEETING ROOM GUIDELINES

Please read Lafayette Public Library's Meeting Room Guidelines at [lafayettepubliclibrary.org/policy](http://lafayettepubliclibrary.org/policy), then sign below.

I agree to follow the rules and procedures stated in Lafayette Public Library's Meeting Room Guidelines.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

☐ I give permission for the library staff to post directional signs to my event if necessary.

### RETURN THIS FORM TO THE APPLICABLE LIBRARY LOCATION:

#### Main Library

Email: [lpmeetings.main@lafayettepubliclibrary.org](mailto:lpmeetings.main@lafayettepubliclibrary.org)

Fax: 337-706-8287

#### South Regional Library

Email: [lpmeetings.srl@lafayettepubliclibrary.org](mailto:lpmeetings.srl@lafayettepubliclibrary.org)

Fax: 337-456-7919

#### East Regional Library

Email: [lpmeetings.eryl@lafayettepubliclibrary.org](mailto:lpmeetings.eryl@lafayettepubliclibrary.org)

Fax: 337-445-3170

#### North Regional Library

Email: [lpmeetings.nrl@lafayettepubliclibrary.org](mailto:lpmeetings.nrl@lafayettepubliclibrary.org)

Fax: 337-886-6619

#### West Regional Library

Email: [lpmeetings.wrl@lafayettepubliclibrary.org](mailto:lpmeetings.wrl@lafayettepubliclibrary.org)

Fax: 337-456-9028

[Office use only] Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_ Notified: \_\_\_\_\_