

**Clark County Public Library**  
**Application for Use of a Library Meeting Room**



Group/Organization name \_\_\_\_\_

Contact person \_\_\_\_\_ Address (include zip) \_\_\_\_\_

\_\_\_\_\_ Phone number (\_\_\_\_\_) \_\_\_\_\_

Type of meeting (main purpose) \_\_\_\_\_

Date and time of 1st meeting \_\_\_\_\_

Expected length of meeting (include set-up and take-down) \_\_\_\_\_

Expected attendance \_\_\_\_\_

Please note need for Library Audio Visual Equipment (\$10.00 fee) \_\_\_\_\_

If not the contact person, to whom should these charges be billed? \_\_\_\_\_

Address (include zip) \_\_\_\_\_

\_\_\_\_\_ Phone number (\_\_\_\_\_) \_\_\_\_\_

If refreshments are planned, what type? \_\_\_\_\_

**Room Arrangement** - At the Main Library the standard room set-up will be tables and chairs in a horseshoe (“U-shape”) configuration. At all locations groups requiring a different set-up may rearrange the tables and chairs to their desired configuration but must put them back the way they found them.

Main Library - Gaier Meeting Room  
U-shape w/tables (approx. 35 people)  
Class Room w/tables (approx. 30 people)  
Theater Style, no tables (approx. 75 people)

Enon Branch Meeting Room  
U-shape w/tables (approx. 40 people)  
Class Room w/tables (approx. 35 people)  
Theater Style, no tables (approx. 80 people)

Houston Branch Meeting Room  
U-Shape w/tables (approx. 40 people)  
Class Room w/tables (approx. 35 people)  
Theater Style, no tables (approx. 80 people)

Park Branch Meeting Room  
U-Shape w/tables (approx. 20 people)  
Class Room w/tables (approx. 20 people)  
Theater Style, no tables (approx. 45 people)

Southern Village Branch Meeting Room  
U-shape w/tables (approx. 30 people)  
Class Room w/tables (approx. 20 people)  
Theater Style, no tables (approx. 50 people)

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Person signing for the group is responsible for adherence to policy rules and the condition of the meeting room during and after use.*

Library Use Only:	Approved by _____	Date _____
-------------------	-------------------	------------