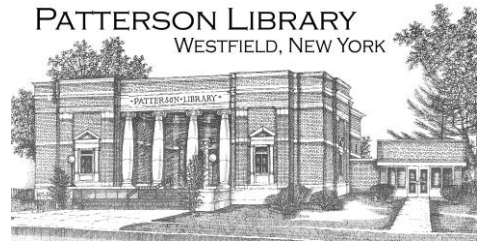


**PATTERSON LIBRARY**  
**MEETING ROOM APPLICATION**



**Applicant Information**

Contact Name : \_\_\_\_\_ Date: \_\_\_\_\_

Contact Info: \_\_\_\_\_  
*phone* *email*

Group: \_\_\_\_\_

Requested Meeting Date: \_\_\_\_\_ Time: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ Actual: \_\_\_\_\_

Room Requested:  Annex Room (up to 8 people)  Reading Room (up to 40)  Gallery (up to 85)

Please check equipment requested (subject to availability)

- |  |   |                                     |                                      |
|--|---|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Tables/Chairs<br>(#___/___) | <input type="checkbox"/> Laptop           | <input type="checkbox"/> Projector  | <input type="checkbox"/> DVD player  |
| <input type="checkbox"/> Monitor                     | <input type="checkbox"/> Rolling A/V Cart | <input type="checkbox"/> Coffee pot | <input type="checkbox"/> Other _____ |

Granting the use of this meeting room does not imply approval by the Library of the group, meeting, ideas presented or the presentation.

Please Initial \_\_\_\_\_

Groups are responsible for making sure the space is clean and left in the condition in which it was found. Please Initial \_\_\_\_\_

**I have read the Library Meeting Room Policy and agree to all of its Terms and Conditions:**

\_\_\_\_\_  
*Applicant Signature* *Date*

\_\_\_\_\_  
*Library Staff Signature* *Date*