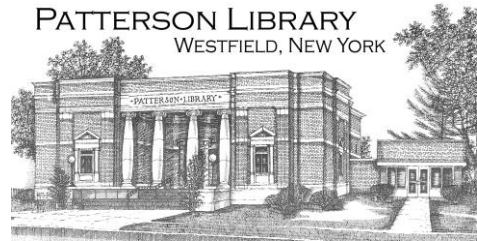


**PATTERSON LIBRARY**  
**MEETING ROOM APPLICATION**



**Applicant Information**

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

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

Group: *(if applicable)* \_\_\_\_\_

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

Expected Attendance: \_\_\_\_\_ Notes: \_\_\_\_\_

Room Requested:  Annex/Meeting Room  Reading Room  Gallery  Story Time Room

Please check equipment requested (subject to availability)

- Tables/Chairs (#\_\_\_/\_\_\_)  Laptop  Projector & Screen  DVD player
- Rolling TV Cart  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*