



# Breaux Bridge Branch Library MEETING ROOM REQUEST FORM

Day of Week Requested for Meeting: Mon. / Tues. / Wed. / Thurs. / Fri. / Sat.

Date Requested for Meeting: \_\_\_\_\_ Time Needed\*: \_\_\_\_\_

Specific Room Requested:  Multipurpose Room (refreshments allowed)  
 Conference Room (refreshments not allowed)

\* Meetings must be concluded no less than 15 minutes prior to closing time.

30-cup Coffee Urn Requested?  YES  NO

12-cup Coffee Maker Requested?  YES  NO

(No other kitchen equipment, utensils, or supplies will be provided by the Library.)

Purpose of Meeting: \_\_\_\_\_

Group/Organization: \_\_\_\_\_ Representative: \_\_\_\_\_

Position with Group/Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

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

### Physical Set-Up:

Estimated Attendance: Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Library Equipment Available at no charge: (Circle items requested)

Projector                      DVD Player                      Wireless Microphone

Wireless Presenter with Laser Pointer      External Speakers

Podium w/corded microphone                      Personal PA system

Neckloop Telecoil Couplers

(used w/personal PA system for telephone coil equipped hearing aid)

### AGREEMENT OF TERMS FOR MEETING SPACE:

By submitting a request, you are agreeing to St. Martin Parish Library's Code of Conduct and Public Meeting Room Policy. To access these policies online: Go to [stmartinparishlibrary.org](http://stmartinparishlibrary.org); Scroll over "About the Library"; Scroll over "Policies"; both policies can be accessed from the drop-down menu that appears.

Alternatively, you may visit view the policies in person at one of our branch locations or you may request a copy of the policies be faxed or mailed to you.

I have read the Code of Conduct and the Public Meeting Room Policy, and I agree that the group/organization function will be held in accordance with established policies for library and meeting room use. I also understand that my group/organization may be moved into another meeting space should a special circumstance arise.

Date of Application: \_\_\_\_\_ Signature: \_\_\_\_\_

This form should be submitted to the Breaux Bridge Branch Library. Return form in person or by fax or mail.

Return via FAX  
  
337-442-6453

Return via MAIL  
Breaux Bridge Branch Library  
205 North Main Street  
Breaux Bridge, LA 70517

Application Taken By: \_\_\_\_\_ Approved By: \_\_\_\_\_

Revised: July 2019