

Penn Hills Library

MEETING ROOM APPLICATION

Title of program or event _____

Please describe the program, its purpose, intended audience, any materials fees, etc.
 (Attach an additional sheet, if necessary.) _____

Speaker/leader's name _____

Speaker/leader's background and credentials _____

Name of Organization _____

Contact person for organization _____

Address of contact person _____

Phone # _____ email address: _____

Estimated Number of Attendance _____ Meeting room(s) requested _____
(Subject to availability)

Is the program/event free? _____ Is it open to the public? _____

Date(s) of program/event _____ Time(s) _____

Do you intend to serve refreshments? _____ Do you want access to the kitchenette? _____

Do you need audiovisual equipment? _____ If so, please list. _____
 (Additional \$25 charge)

I have studied the Meeting Room Policy and Regulations and agree to comply with them.

I will assume responsibility for room set up and any damages.

I will leave the room(s) in a neat and orderly condition.

Signature of applicant _____ Date _____

.....**For Office Use Only**.....

	Amount	Date	Cash	Check	Check #
Room Fee Received	_____	_____	_____	_____	_____
Deposit Received	_____	_____	_____	_____	_____
Cleaning/Damage Fee Assessed	_____	_____	_____	_____	_____
Deposit Returned	_____	_____	_____	_____	_____