

MEETING ROOM BUSINESS APPLICATION
Terrebonne Parish Library System

Business Name _____

Function _____

Contact Person _____

Address _____

Fax# _____ Phone# _____ 2nd# _____

Date _____ Time _____ (am) (pm) till _____ (am) (pm)

Number of Attendees _____

Room Usage Fees

- A \$50.00 damage deposit is required before the scheduled meeting.
- A separate check for the meeting room hourly fees is also required.
- Both checks are required seven (7) days before the meeting.
- Damage deposit will be returned after the room has been inspected and will be returned on the day of the meeting or the following day.
- \$25.00 per hour for meeting room with access to; sink, ice machine, refrigerator, podium and sound system.
- \$10.00 per hour conference seats 8 or less, Charles Davidson Boardroom seats 12 or less, groups may not exceed the capacity of meeting rooms.

Room \$ _____ x # of hours _____ = \$ _____ Total

Applications must be submitted seven (7) days in advance by a person with a valid Terrebonne Parish Library System Knowledge card # _____

The meeting rooms at the Main Library are for educational purposes. Programs involving the sale, advertisement or promotion of commercial products or services or the solicitation for the future sale of products are **prohibited**.

I have read and agree to abide by the meeting room rules established by the Library Board of Control.

Applicant _____

Date _____

Approved by _____