

**NON-PROFIT APPLICATION FOR USE OF LARGE MEETING ROOM**  
Terrebonne Parish Library System

Organization \_\_\_\_\_

Purpose of Organization \_\_\_\_\_

President's Name \_\_\_\_\_ Telephone# \_\_\_\_\_

Function \_\_\_\_\_

Name of Person Applying \_\_\_\_\_

Address \_\_\_\_\_

Home Telephone# \_\_\_\_\_ Cell# \_\_\_\_\_ Business# \_\_\_\_\_ Fax# \_\_\_\_\_

Approximate Size of Group \_\_\_\_\_

Single Meeting \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_

Recurring Meeting \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_

NOTE: Each group is responsible for arranging the meeting room, putting out and replacing the chairs and tables. It is understood that the meeting room should be left in the order and as clean as found. All meetings must be over before the Library closes.

Meeting room hours at the **East Houma Branch** are Monday-Thursday 9 a.m. to 8:45 p.m. and Friday & Saturday 9 a.m. to 5:45 p.m.

Meeting room hours for the **Main Library and North Branch** are Monday -Thursday 8:30 a.m. to 8:30 p.m. Friday & Saturday 9:30a.m.to 5:30 p.m. Sunday 2:30 p.m. to 5:30 p.m.

Non-profit organizations must provide proof non-profit status with a non-profit tax certificate or with the organization's bylaws or constitution.

Applications must be submitted several days in advance by a person with a valid Terrebonne Parish Library System Knowledge card# \_\_\_\_\_

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

Applicant \_\_\_\_\_

Date \_\_\_\_\_

Approved by:

Date: