

**NON-PROFIT APPLICATION FOR USE OF SMALL CONFERENCE AND BOARD ROOMS
Terrebonne Parish Library System**

Organization _____

Purpose of Organization _____

President's Name _____ Telephone # _____

Function _____

Name of Person Applying _____

Knowledge Card # _____

Address _____

Home Telephone # _____ Cell # _____ Business # _____ Fax# _____

Approximate Size of Group: Conference room (8 or less) _____ Board room (12 or less) _____

Single Meeting _____ Time _____ Date _____

Recurring Meeting _____ Time _____ Dates _____

Note: It is understood that the meeting room should be left in order and as clean as found.

Meeting room hours the East Houma Branch is **Monday – Thursday 9 a.m. to 8:45 p.m. and Friday and Saturday 9 a.m. to 5:45 p.m.**

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

Non-profit organizations must provide non-profit status by proof of non-profit tax certificate or 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: