



Business/Organization Name _____

Function _____

Contact Person _____

Business Address _____

Phone # _____ Fax # _____ 2nd # _____

Date _____ Time _____ (am) (pm) until _____ (am) (pm)

Number of Attendees _____ Library Card # _____

Single Meeting: Time _____ Date _____

Recurring Meeting: Time(s) _____ Date(s) _____

Room/Location:

Main: Large Meeting Room Small Meeting Room DE Room Davidson Boardroom

North: Large Meeting Room Small Meeting Room

East: Meeting Room

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 order and as clean as found. All meetings must be over 30 minutes before the library closes. Groups may not exceed the capacity of meeting rooms.

Meeting room hours are as follows:

- **Main Library** | Monday - Thursday 8 am to 8:30 pm | Friday & Saturday 8 am to 4:30 pm | Sunday 2 pm to 5:30 pm
- **East Houma** | Monday - Thursday 8:30 am to 8:30 pm | Friday & Saturday 8:30 am to 4:30 pm
- **North Branch** | Monday - Thursday 8:30 am to 8:30 pm | Friday & Saturday 8:30 am to 4:30 pm

Room Usage Fees (For Profit Businesses Only)

- \$25.00 per hour for meeting room with access to; sink, refrigerator, podium and sound system.
- \$10.00 per hour small conference room (Main) seats 8 or less, Charles Davidson Boardroom seats 12 or less.

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

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

All meeting rooms 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 _____

Approved by _____

Date _____