

Business/Organization Name \_\_\_\_\_

Function \_\_\_\_\_

Contact Person \_\_\_\_\_

Business Address \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ Email \_\_\_\_\_

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 (Capacity 100) ☐ Small Meeting Room (Capacity 8) ☐ DE Room (Capacity 50) ☐ Davidson Boardroom (Capacity 12)**North:** ☐ Large Meeting Room (Capacity 100) ☐ Small Meeting Room (Capacity 25)**East:** ☐ Meeting Room (Capacity 25)

**NOTE:** Each group is responsible for arranging the meeting room as needed, putting out and replacing the chairs and tables. The meeting room should be left in order and as clean as found. All trash must be removed and brought to the circulation or reference desk. 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)**

- \$40.00 per hour for meeting room with access to; sink, podium, computer, 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 \_\_\_\_\_