

# CROWN POINT COMMUNITY LIBRARY MEETING ROOM APPLICATION

Requests are pending until confirmed by library staff.

Payment is due on the day of your reservation. Make checks payable to Crown Point Library.

**Return application to the library or mail to:** Crown Point Library-Meeting Rooms, 122 N. Main St., Crown Point, IN 46307. Email to [mrbs@crownpoinlibrary.org](mailto:mrbs@crownpoinlibrary.org) or fax: 219-663-0403.

Please see the Crown Point Community Library Meeting Room Policy for more information.

Organization Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Date(s) needed \_\_\_\_\_ Start time of meeting \_\_\_\_\_ Expected Attendance \_\_\_\_\_

Purpose of meeting \_\_\_\_\_

Reservation Time: Begin \_\_\_\_\_ am/pm End \_\_\_\_\_ am/pm **(Include time for setup and clean up).**

**All meetings must end 15 minutes before library closing time.**

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### Please select your meeting room preference:

Each room accommodates approximately 50 people. Rooms can be combined. Rooms 2 and 3 have access to a kitchenette (may be shared if both rooms are in use). Furniture available: 155 chairs; tables: 36 at 2 feet x 5 feet; 18 at 2 feet x 4 feet.

- Tri Kappa Room (Meeting Room 1)
- Meeting Room 2                       Kitchenette
- Meeting Room 3                       Kitchenette
- I need:  projector/screen    dvd/cd player    laptop    microphone    lectern

*To schedule an appointment for training on equipment, call 663-0270.*

**Meeting room users are responsible for equipment setup, cleanup and returning the room to its original set up.**

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I have read and agree to abide by the Crown Point Community Library Meeting Room Policy:

Applicant's signature: \_\_\_\_\_

For more information, please call 219-306-4592 or email [mrbs@crownpoinlibrary.org](mailto:mrbs@crownpoinlibrary.org)

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### For library use only: *date and initial*

Check received \_\_\_\_\_

Reservation confirmed \_\_\_\_\_

Check returned \_\_\_\_\_

Attendance \_\_\_\_\_