

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 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.

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.

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

For library use only: *date and initial*

Check received _____

Reservation confirmed _____

Check returned _____

Attendance _____