



WASHINGTON COUNTY PUBLIC LIBRARY
APPLICATION FOR USE OF THE CONFERENCE ROOM

Name of organization: _____

Date of request: _____ Projected attendance: _____

Name of responsible individual: _____

Address: _____
Street Town State Zip

Email: _____

Telephone number: _____

Type of activity: _____

Food served: Yes _____ No _____

Date(s) to be used: _____

Time to be used: Beginning: _____ Ending: _____

Audio visual equipment requested: ___ DVD Player ___ Laptop computer
___ LCD Projector ___ Podium with microphone

AV equipment is kept in a locked cabinet. A key for the cabinet is available at the circ desk. If the equipment is used when the library is not open, the key to the AV cabinet can be checked out at the circ desk.

Detailed instructions for use of equipment are located in the AV cabinet in the conference room. If using the projector, you are encouraged to come approximately 30 minutes prior to your presentation to make a trial run with the equipment. Please bring your Office 2007 compatible presentation on a cd-rom or USB drive for easy access. Staff who are familiar with the AV equipment may be able to provide assistance, but technical assistance is not guaranteed.

Statement: I have received and read a copy of the regulations governing the use of the Washington County Public Library Meeting Room and agree to abide by same.

Signature: _____

NOTE: In the event of meetings which begin or end at times when the library is closed, it is the responsibility of the person who signs the application form to pick up the key for the conference room on the day of or day prior to the meeting. After the meeting is over and the building is secured, the key is to be immediately placed in the book depository at the front of the building. If a key is needed and is not picked up prior to the appointed time, the library staff has been instructed not to return to the library to open the doors.

FOR LIBRARY USE ONLY

Approved: Yes _____ No

Explanation: _____

Approved by: _____ Date: _____