

ABILENE PUBLIC LIBRARY MEETING ROOM RESERVATION FORM

Facility (check box): Main Library Auditorium 202 Cedar St. 325-676-6328 Mockingbird Activity Room 1214 N. Mockingbird 325-437-7323

ORGANIZATION NAME: _____
 Purpose of Meeting: _____
 Individual Responsible for Booking: _____
 Address: _____, TX ZIP _____
 Day Phone: _____ Evening Phone: _____ Cell #: _____ e-mail: _____
 Alternate Contact Person: _____
 Day Phone: _____ Evening Phone _____ Cell # _____ e-mail: _____

I HAVE READ THE MEETING ROOM POLICY AND AGREE TO THE TERMS AND GUIDELINES

SIGNATURE: _____
 Reservation Dates: _____

Date	Starting Time	Ending Time	Room Set Up: How do you want room arranged # of chairs & tables	Equipment requested:	Fees Paid	Office Use	
			Main Library Capacity: Chairs only seated=140 Tables & chairs= 4 per table=80 8 per table = 140 Mockingbird Activity Room Capacity: chairs only seated=75 Tables & Chairs 3 per table=24 or 6 per table=48 Stage (front)	Main Auditorium: TV/VCR, Screen, Overhead Projector, Podium, Microphone, Tables & Chairs Mockingbird: Tables & Chairs			