

**APPLICATION FOR USE OF MEETING ROOMS AT THE FRANKLIN PARISH
LIBRARY LEARNING CENTER**

When not needed for library activities, the meeting rooms in the Franklin Parish Library Learning Center are available for use by non-profit organizations during the hours that the library is open, Monday-Saturday. Please allow time for set-up and clean up in addition to the program time. The room must be vacated fifteen minutes before the library closes. Upon staff availability the meeting rooms maybe used after hours. Permission from library director must be granted for after hour meetings. No admission or registration fees may be charged. Please do not notify members of your group or consider the room booked until you have received written confirmation.

Date of your meeting _____ What time would you like the room open? _____
What time does your meeting start? _____ What time does your meeting end? _____
Name of your Organization _____
Purpose of your meeting _____
Estimated attendance _____ (Maximum capacity is 175 persons for meeting room A and 72 for meeting room B.) Meeting Room Requested _____
Number of chairs needed _____ Number of tables needed _____
Place a check mark in front of the equipment you are requesting.
_____ Video/DVD player with projector _____ Overhead projector

If you plan to serve food/beverages, please describe what you will be serving:

(Cold, light snacks may be possible if prior approval is obtained. Full meals may not be served. Coffee pots are available. No other supplies are furnished.)

The undersigned, on behalf of the above named organization, hereby indicates that he/she has read and agrees to comply with the policy and procedures governing the use of the library meeting room. The undersigned assumes all and exclusive responsibility for the preservation of order and the sole responsibility for any injury to persons, damage to Library facilities or Library or personal property, or loss of Library or personal property that may result from this use. The Franklin Parish Public Library will not be responsible for any materials, equipment, or personal belongings left in the building. The Library Board requires that any group utilizing the meeting room comply with the provisions of the Americans with Disabilities Act, which require that a meeting or materials at a meeting be provided in an accessible format in response to a request.

- Please check:
- I have read and will comply with the Franklin Parish Library Meeting Room Policy and Guidelines
 - I will be responsible for cleaning the meeting room and disposing of trash
 - I will notify the library 24 hours before cancellation
 - I understand that failure to comply with the library's policies may result in the loss of use of the meeting room.

Date of application _____ Signature of applicant _____
Contact person _____
Address: _____
City _____ Zip code _____
Home phone # _____ Work phone # _____ Email _____
Would you like to be notified of your room confirmation by (check one) fax _____ or by mail
_____ or by email _____?

Forms should be submitted in person at the Reference Desk, or by mail to 705 Prairie Street, Winnsboro, LA 71295 or by fax 318-435-1990.

Approved by _____ Date _____
Library Director