



FORT BEND COUNTY LIBRARIES

Cinco Ranch Branch Library

Phone: 281-395-1311 • Fax: 281-395-6377

EMAIL: crpublic@fortbend.lib.tx.us

Today's Date _____

APPLICATION FOR USE OF MEETING ROOM

1. Name of organization _____

2. The undersigned representative of the organization agrees that this meeting will be held in accordance with the regulations set up by Commissioners Court concerning the use of the library's meeting room. Any charges incurred will be billed to this person. The person responsible for making a meeting room application will be considered the official contact person for the group.

Name _____

Signature _____

Title in organization _____

Address _____

Telephone number _____

Email _____

Meeting Topic _____

3. Rooms, furniture and equipment available at Cinco Ranch Branch Library – check reserved room.

Meeting Room (you set up/take down)

- ___ chairs (120 available)
- ___ tables (6-ft., 18 available)
- ___ coffee pot (1 available)
- ___ easel (1 available)
- ___ lectern (1 available)

Multipurpose Room (you set up/take down)

- ___ chairs (40 available)
- ___ tables (10 available)
- ___ coffee pot (1 available)
- ___ easel (1 available)
- ___ lectern (1 available)

Conference Room 1 (permanent set-up) - tables and 12 chairs

Conference Room 2 (permanent set-up) - tables and 20 chairs

Reserve audiovisual equipment in Adult Department. See AV Usage Agreement.

4. Meeting DATE _____

5. ACTUAL TIME of meeting _____ to _____

6. SET-UP TIME _____ to _____

7. Approximate NUMBER EXPECTED _____

8. Type of FOOD SERVICE _____

Signature _____

FOR STAFF USE

Date Rec'd _____

Date Group Notified _____

Approved _____

Staff Initials _____

Not Approved _____



AUDIOVISUAL USAGE AGREEMENT - Cinco Ranch Branch

Any guest-group wishing to use audiovisual equipment will be instructed in its use by the Adult Department. Tentative bookings of equipment will be made at time of application. Final confirmation will be made when the person (member) named below contacts the Adult Department for instruction.

Name of member using equipment _____

Name of contact person (if different) _____

Phone _____ Meeting place _____

Meeting date _____ Meeting time from _____ to _____

ROOM & EQUIPMENT (Please check room you are booking and all listed equipment you will need in that room.)

___ Meeting Room
___ Conference Room 1

___ Multipurpose Room
___ Conference Room 2

- ___ Phone (choose one)
___ DVD/CD
___ VCR
___ Video Projector
___ Screen
___ Microphone (Please choose one of the options below)
___ Conference Speaker-phone
___ Digital Phone
___ Wired microphone
___ Wireless lapel microphone
___ Wireless hand-held microphone

Conference Room 1

- ___ TV with DVD and VCR
___ Phone (choose one)
___ Conference Speaker-phone
___ Digital Phone
___ Transparency Projector (choose one)
___ Standing
___ Sitting

Conference Room 2

- ___ TV with DVD and VCR
___ Phone (choose one)
___ Conference Speaker-phone
___ Digital Phone
___ Transparency Projector (choose one)
___ Standing
___ Sitting

APPLICANT AGREEMENT

I understand that final confirmation with the Adult Department at Cinco Ranch Branch Library must be made at least 24 hours before our meeting. If any assistance is needed in setting up equipment or involves computer-related equipment, arrangements will be made with the Adult Department at Cinco Ranch at least 48 hours prior to the meeting time.

Signature of member using equipment _____ DATE _____

Set up by _____

(initials and date)