



First Colony Branch Library

2121 Austin Parkway • Sugar Land

PH: 281-238-2800 • FAX: 281-238-2813

Today's date

APPLICATION FOR USE OF MEETING ROOM

Please answer all questions below, fill out the room information on the back, then sign and date the application. ***This room reservation will not be confirmed until the library calls to inform you of that.***

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 rooms. 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 _____

Title in organization _____

Address _____

Telephone number _____ Cell _____

Email _____

Meeting topic _____

4. Meeting DATE _____

5. ACTUAL TIME of meeting _____ to _____

6. SET-UP TIME _____ to _____

7. Approximate NUMBER EXPECTED _____

9. Will food be served? ___Y ___N Will it be catered? ___Y ___N

Please fill out the room information on the back.

I have read and agree to adhere to the library's Meeting Room Policy.

Signature _____

FOR STAFF USE

Date rec/d _____

Date group notified _____

Staff initials _____

Branch Manager _____

MEETING ROOMS AVAILABLE AT FIRST COLONY BRANCH LIBRARY

Room, furniture and equipment available at First Colony Branch Library Meeting Room follows.
You are responsible for the set-up and clean-up of the room.

Please fill in the quantity for all items you will need

MEETING ROOM

- ___ chairs (100 maximum)
- ___ 6-ft. tables (10 maximum)
- ___ easel (2 maximum)
- ___ coffee pot (2-12 cups)

CONFERENCE ROOM

- ___ chairs (16 maximum)
- ___ 12-ft. table (permanent)
- ___ marker board (*markers not provided*)
- ___ easel (2 maximum)
- ___ coffee pot (2-12 cups)

AUDIOVISUAL EQUIPMENT AVAILABLE

Please check all items you will need

MEETING ROOM

- ___ DVD/VCR
- ___ TV/DVD CART
- ___ CD player (multi-disc)
- ___ video projector
- ___ transparency projector
- ___ screen
- ___ laptop computer (see separate form)
- ___ microphone
 - ___ wireless handheld
 - ___ wired handheld
 - ___ wireless lapel
- ___ microphone stand, floor

CONFERENCE ROOM

- ___ TV//DVD cart
- ___ video projector
- ___ transparency projector
- ___ laptop computer (see separate form)

Any group planning to use audiovisual equipment will be instructed in its use by library staff. Tentative bookings will be made at the time of application, but final confirmation will not be made until the person signing below contacts the library for instruction.

APPLICANT AGREEMENT

I understand that I must make final confirmation with the Adult Services staff (281-238-2862) at least **24 hours** before our meeting. or equipment may NOT be available. **If any assistance is needed in setting up equipment or involves computer-related equipment, I will make arrangements with the Adult Services staff at least 48 hours prior to the meeting time.** I understand that I will be responsible for and must make good any damage to the library's equipment while it is in my use. I further understand that use of video-projection equipment must cease at least 30 minutes before the library closes, to allow for shutdown procedures.

Member signature _____.