



George Memorial Library

1001 Golfview • Richmond

PH: 281-341-2605 • FAX: 281-341-2689

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 _____

Title in organization _____

Address _____

Telephone number _____

Email _____

Meeting Topic _____

3. Check room selected from the list and configuration on the back side of this sheet.

- Meeting Room - (you set up & take down)
- Room 2A
- Room 2B (permanent set-up) - conference table and 10 chairs
- Room 2C (you arrange & restore)
- Room 2D
- Room 2E

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 _____

Staff initials _____

Branch Manager signature _____

MEETING ROOM CONFIGURATIONS AT GEORGE MEMORIAL LIBRARY

Meeting Room (you set up & take down)

125 chairs
12 tables (6-ft.)
coffee pot
easel/marker board
lectern

Room 2A

50 chairs
8 tables (6-ft.)

Room 2B (permanent set-up) - conference table and 10 chairs

Room 2C (you arrange & restore)

30 chairs in rows
6 tables (6-ft)
easel/marker board
lectern

Room 2D

16 tablet chairs
2 regular chairs
1 table (6' x 18")

Room 2E

16 tablet chairs
2 regular chairs
1 table (6' x 18")