



# FORT BEND COUNTY LIBRARIES

## University Branch Library

14010 University Blvd. • Sugar Land, TX  
Phone: 281-633-5100 Fax: 281-313-4928

\_\_\_\_\_  
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. Rooms, furniture and equipment available at University Branch Library -- check reserved room.

**Meeting Room 1** (you set up/take down)

**Meeting Room 2** (you set up/take down)

\_\_\_ chairs (up to 130)

\_\_\_ chairs (up to 50)

\_\_\_ tables (10 max for both rooms)

\_\_\_ tables

\_\_\_ easel

\_\_\_ lectern

\_\_\_ lectern

\_\_\_ easel

\_\_\_ coffee pot

*NOTE: Tables are very heavy. It takes 2 people to move them.*

**Conference Room 1** (permanent set-up) - 1 table, 14 chairs

**Conference Room 2** (permanent set-up) - 1 table, 8 chairs

#### Reserve audiovisual equipment and/or laptop computer on separate form.

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 \_\_\_\_\_