



**FORT BEND COUNTY LIBRARIES**

**Cinco Ranch Branch Library**

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

EMAIL: [crpublic@fortbend.lib.tx.us](mailto: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 Multipurpose Room
Conference Room 1 Conference Room 2

- Phone (choose one) Conference Speaker-phone Digital Phone
DVD/CD
VCR
Video Projector
Screen
Microphone (Please choose one of the options below)
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)