



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 _____