

**Hickory Public Library**  
**Conference Room Reservation Request Form**

A designated group or organization member, age 18 or over, must complete a reservation request form each time he/she wishes to reserve a meeting room. Reservations cannot be made over the telephone. No reservation can be confirmed until this form is filled out, signed, and returned to the library.

*I have read the attached policy and rules concerning the use of the library meeting room. I agree to abide by these rules.* Applicant's signature \_\_\_\_\_

Today's Date \_\_\_\_\_

Your Name \_\_\_\_\_

Group Name \_\_\_\_\_

Your Position in Group \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number *work* \_\_\_\_\_ *fax* \_\_\_\_\_ *home* \_\_\_\_\_

E-mail Address \_\_\_\_\_

Date You Wish to Reserve Conference Room \_\_\_\_\_

Time You Wish to Reserve Conference Room *from* \_\_\_\_\_ *to* \_\_\_\_\_

Explanation of Activity \_\_\_\_\_

\_\_\_\_\_

Expected Number of Attendees \_\_\_\_\_

Chairs # \_\_\_\_\_ Tables # \_\_\_\_\_ Room is customarily set in boardroom style.

Users are responsible for set-up of room and room must be returned to original set up.

Request to serve refreshments.

\_\_\_\_\_

*If you have any questions about library meeting rooms or about this form, call Patrick Beaver Memorial Library at (828)304-0500 ext. 7276.*

***Meeting room reservation requests may be returned to Patrick Beaver Memorial Library in person, faxed to (828) 304-0023 or mailed to 375 Third Street NE, Hickory, NC 28601.***

FOR LIBRARY USE ONLY:

Approved \_\_\_\_\_ Notified \_\_\_\_\_ Initials \_\_\_\_\_