

# Hickory Public Library Meeting Room Reservation Request Form



Which room would you like to reserve?

- Patrick Beaver Memorial Library Meeting Room (*max 95 people*)
- Patrick Beaver Memorial Library Conference Room (*max 15 people*)
- Ridgeview Branch Library Community Room (*max 100 people*)

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.

Users are responsible for room setup. Rooms must be returned to original setup after your meeting.

*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 \_\_\_\_\_

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

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

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

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

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

Telephone Number: *work* \_\_\_\_\_ *home* \_\_\_\_\_

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

Date of Meeting \_\_\_\_\_

Time Requested *from* \_\_\_\_\_ *to* \_\_\_\_\_

Purpose of Meeting \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Chairs # \_\_\_\_\_ Tables # \_\_\_\_\_

Equipment requested (ex: podium, projector, screen, whiteboard, microphone)

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Will food and drinks be served? \_\_\_\_\_

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*If you have any questions about library meeting rooms or about this form, call Kay Willis*

*(828)304-0500 ext. 7276.*

**Return Completed Form:**

- **In Person: Submit to the front desk at Patrick Beaver Memorial Library or Ridgeview Branch Library**
- **By Mail: Hickory Public Library, 375 Third Street NE, Hickory, NC 28601**
- **By Email: [kwillis@hickorync.gov](mailto:kwillis@hickorync.gov)**

FOR LIBRARY USE ONLY:

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