

IGNACIO COMMUNITY LIBRARY ROOM REQUEST FORM

Organization Name:

Name:

Contact Number:

Date Room Needed:

Meeting Time:

Library Card Number:

Room Requesting:

- McClanahan Community Room
capacity: 45
\$25.00 deposit required
- Multi-Purpose Room
capacity: 10
\$25.00 deposit required
- Study Room A
capacity: 8
- Study Room B
capacity: 4
- Study Room C
capacity 4

Equipment Request:

- Overhead projector
- Laptop computer
- Equipment cart
- TV/DVD/VCR
- White board with markers
- Easel
- Coffee maker
- Extension cord/power strip

Notes:

Staff initials: _____ Date deposit received: _____ Date: _____