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: ____________

Revised 9/14/16