

**LAKWOOD PUBLIC LIBRARY**  
**MAIN LIBRARY, 15425 DETROIT AVENUE--(216) 226- 8275**  
**MADISON BRANCH, 13229 MADISON AVENUE--(216) 228-7428**  
**LAKWOOD, OHIO 44107**  
**APPLICATION FOR THE USE OF A MEETING ROOM**

**PLEASE READ VENUE POLICY BEFORE FILLING OUT APPLICATION**

NAME OF ORGANIZATION \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_

PURPOSE OF MEETING \_\_\_\_\_

PLEASE SPECIFY PREFERRED DAY \_\_\_\_\_ DATE(S) OF MEETING \_\_\_\_\_

HOURS MEETING BEGINS AND ENDS \_\_\_\_\_ ESTIMATED ATTENDANCE \_\_\_\_\_

**LOCATION:**

\_\_\_\_\_ Main Library Auditorium. \_\_\_\_\_ Lectern \_\_\_\_\_ Projection **screen only**. (Must provide own projection equipment).  
 (100 Maximum/Assembly Set Up)

\_\_\_\_\_ Main Library Multi-Purpose Room \_\_\_\_\_ Projection **screen only**. \_\_\_\_\_ Madison Branch Auditorium  
 (100) Maximum/Assembly Set Up) (Must provide own projection equipment) (100 Maximum /Assembly Set Up)

\_\_\_\_\_ Main Library Meeting Room \_\_\_\_\_ Madison Branch Meeting Room  
 (15 Maximum/Conference Set Up) (40 Maximum/Conference Set Up)

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**PLEASE ANSWER THE FOLLOWING QUESTIONS:**

Does your group charge a fee? \_\_\_\_\_ Please specify. \_\_\_\_\_  
 Are your meetings open to the public? \_\_\_\_\_  
 Do you have a Lakewood Library card? \_\_\_\_\_  
 Do you understand that no food or drinks may be served or brought into the library? \_\_\_\_\_

For office use only Verified by:
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**NO FOOD OR DRINKS SHALL BE SERVED OR BROUGHT INTO THE LIBRARY. I HAVE READ THE POLICY FOR USE OF THE LIBRARY MEETING ROOMS AND AGREE THAT I AM PERSONALLY RESPONSIBLE FOR ADHERENCE TO ALL VENUE POLICIES, INCLUDING INFORMING ALL PARTICIPANTS OF THESE POLICIES. I ALSO AGREE TO BE PRESENT AT THE MEETINGS TO ENSURE THE COMPLIANCE WITH LIBRARY POLICIES BY ALL MEETING PARTICIPANTS.**

\*SIGNED \_\_\_\_\_ ALTERNATE PERSON \_\_\_\_\_

NAME Please Print \_\_\_\_\_ NAME Please Print \_\_\_\_\_

ADDRESS \_\_\_\_\_ ADDRESS \_\_\_\_\_

CITY STATE ZIP \_\_\_\_\_ CITY STATE ZIP \_\_\_\_\_

H \_\_\_\_\_ W \_\_\_\_\_ H \_\_\_\_\_ W \_\_\_\_\_  
 TELEPHONE TELEPHONE

E-MAIL \_\_\_\_\_