



Hastings Public Library

227 E. State St. ~ Hastings, MI 49058  
Phone: 269-945-4263 ~ Fax: 269-948-3874  
E-Mail: has@llcoop.org  
Web: http://hastings.llcoop.org

## Application for Use of Community Room

- 1) Groups wishing to reserve the meeting room should submit a completed application at the Circulation Desk.
- 2) Please allow two (2) weeks prior to your selected meeting date for the application to be processed.
- 3) Tentative bookings may be made by telephone, but **written application is required for confirmation.**

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Date Requested \_\_\_\_\_ Time Requested \_\_\_\_\_

Anticipated Length of Meeting \_\_\_\_\_

How many persons to you expect to attend? \_\_\_\_\_

Will you need: \_\_\_\_\_ ½ room (23' x 28') \_\_\_\_\_ entire room (46' x 28')

Do you need any of the following?

Audio hook up \_\_\_\_\_ DVD player \_\_\_\_\_

Power Point projection connection for your laptop \_\_\_\_\_

Chairs - # \_\_\_\_\_ Tables - # \_\_\_\_\_ Will you need water? \_\_\_\_\_

If you would like to use the patio will there be an adult present on the patio whenever children are present? \_\_\_\_\_

**Would you like the room set up?** If so we need you, on the back of this page, to draw the room exactly the way you expect to find it. If you do not draw anything the chairs and tables will be placed in the room for you to arrange.

To help us better understand who is using the facility please check one to identify your group:

Service group  Corporate Meeting  Non-Governmental Organization

Governmental Organization  Library Event  Friends of the Library Event

*I have read the attached Hastings Public Library Community Room Policy and agree to comply with that policy.*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

***After your event, please let the staff member at the Customer Service desk know the number of participants.***

