



MEETING ROOM REQUEST

NEIGHBORHOOD LIBRARIES AND SPECIAL COLLECTIONS

Please complete this form in its entirety. Failure to do so may delay the processing of your Meeting Room Request form.

Organization Name		Date of Meeting	Today's Date (Application Date)
<input type="checkbox"/> COMMUNITY		<input type="checkbox"/> NON-PROFIT	<input type="checkbox"/> LIBRARY
TIME MEETING BEGINS		TIME MEETING ENDS	
START TIME		END TIME	
Location / Room		Will any News Media Attend? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Estimated Attendance		Will there be publicity for the event? <input type="checkbox"/> YES <input type="checkbox"/> NO Publicity must be reviewed by Library staff	
Will you serve food? <input type="checkbox"/> NO <input type="checkbox"/> Light Snacks (prepackaged snacks and drinks in covered containers) <input type="checkbox"/> Prepared foods (fees apply)			
Name of Meeting / Purpose			
Contact Person		Phone #	Alt Phone #
Address		Email Address	
Alternate Contact		Phone #	Email Address

- A.** No admission charges are allowed. The sale of goods and services are also not allowed. "Commercial Photography" requires additional approvals.
- B.** All publicity will be submitted for approval to the Library prior to publication and will include the following statements: "This program is not sponsored or endorsed by the Houston Public Library." and "If you have a special physical or communications need that may impact your participation in this activity, please contact (**name**) at (**phone number**), (**email**) at least 72 hours prior to the event to discuss accommodations. We cannot ensure the availability of accommodations without prior notification of need."
- C.** Meeting Room Request forms are considered on a first-come, first-serve basis.
- D.** Meetings may be reserved up to 90 days in advance. No more than six (6) Meeting Room Request forms can be accepted from the same group within a 90 day period. Rooms are only available when the Library location is open to the public.
- E.** Meeting rooms must be vacated at least 15 minutes before the closing time of the Library. The Clayton Library Carriage House must be vacated at least 30 minutes before the closing time of the Library.
- F.** Smoking is not allowed at any Houston Public Library location.
- G.** Food and drinks are allowed in Neighborhood Library Meeting Rooms. Fees will apply with prepared foods including take-out, delivered meals, and covered dish food.

As an authorized representative of the above organization, I hereby apply for a meeting room. I have read the above and agree to comply.

Name	Signature
Title	Date

Received by _____ Date _____