



CLPL Meeting Room Application for Use

Library Hours
Monday – Thursday 10 a.m. – 8:00 p.m.
Friday – Saturday 10:00 a.m. – 5:00 p.m.

APPLICATION DATE: _____

Filling out this application does not guarantee a room reservation.
Please wait for confirmation before announcing your meeting/event location.

NAME OF GROUP/EVENT: _____

GROUP REPRESENTATIVE: _____

PHONE NUMBERS: DAY (____) ____ - ____ NIGHT (____) ____ - ____

EMAIL (required for WhoFi booking confirmation): _____

PURPOSE OF MEETING ROOM USE: (fundraising and direct sales are not allowed)

APPROXIMATE NUMBER OF PEOPLE ATTENDING: _____

ROOM REQUESTED: _____ Community Room: Rooms A & B - 50 people with tables and chairs

_____ Meeting Room A: 25 people with tables and chairs
Generally set up for children’s programs with a rug,
preschool height tables (tables are adjustable), and toddler chairs

_____ Meeting Room B: 25 people with tables and chairs
Generally set up as a board room with 4 tables and 12 chairs

REQUESTED DATE(S) OF USE:
(Please note: the meeting room cannot be reserved more than three months in advance)
Please include any set up or tear down time in your requested time frame.

DATE: _____ TIMES: from _____ to _____

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I will need to use the library’s:

___ Coffee Maker (must bring your own coffee and filters)

___ Projection Screen (must bring your own laptop, the library has standard HDMI/VGA cords)

___ Extra tables

STAFF USE ONLY

Approved Rejected \$50 Fee Needed Yes No Paid _____

Comments: _____
