Meeting Room Application
Please read Venue Policy before filling out application.

MAIN LIBRARY | 15425 Detroit Avenue, Lakewood, Ohio 44107-3829 | (216) 226-8275
MADISON BRANCH | 13229 Madison Avenue, Lakewood, Ohio 44107-4812 | (216) 228-7428
lakewoodpubliclibrary.org

Location and Equipment
☐ Main Library Auditorium (100 Maximum)
  ☐ Lectern  ☐ Projection (screen only - must provide own projection equipment)
☐ Main Library Multi-Purpose Room (100 Maximum)
  ☐ Lectern  ☐ Projection (screen only - must provide own projection equipment)
☐ Main Library Meeting Room (15 Maximum)
  ☐ Lectern  ☐ Projection (screen only - must provide own projection equipment)
☐ Madison Branch Auditorium (100 Maximum)
☐ Madison Branch Meeting Room (40 Maximum)

YES NO
☐ ☐ Does your group charge a fee?
☐ ☐ Are your meetings open to the public?
☐ ☐ Do you have a Lakewood Public Library card?
☐ ☐ Do you understand that no food or drinks may be served or brought into the library?

Venue Policy — 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.

Patron Contact Information

NAME ALTERNATE CONTACT

ADDRESS ADDRESS

CITY STATE ZIP CITY STATE ZIP

PHONE PHONE

EMAIL EMAIL

SIGNATURE DATE

For office use only.
Verified by:

* This form is a public record and its information may be given out upon request.