



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

ORGANIZATION

TODAY'S DATE

MEETING PURPOSE

PREFERRED DAY OF THE WEEK

DATE(S) OF MEETING

START AND END TIME(S)

ESTIMATED ATTENDANCE

Location and Equipment

Main Library Auditorium (100 Maximum)
 Lectern Projection (**screen only** - must provide own projection equipment)

Madison Branch Auditorium
(100 Maximum)

Main Library Multi-Purpose Room (100 Maximum)
 Lectern Projection (**screen only** - must provide own projection equipment)

Madison Branch Meeting Room
(40 Maximum)

Main Library Meeting Room
(15 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?

For office use only.
Verified by:

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