

455 Ninth Street Plaza,  
Huntington, WV 25701



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## MEETING ROOM APPLICATION

TODAY'S DATE: \_\_\_\_\_

NAME OF GROUP/ORGANIZATION (No Abbreviations): \_\_\_\_\_

Profit  or Non-Profit  Group/Organization.

DATE OF EVENT(S): \_\_\_\_\_  
(You may reserve rooms for events in a series for a limited time. Generally meeting rooms should be scheduled no more than 3 months in advance.)

TIME OF EVENT(S): \_\_\_\_\_

CONTACT PERSON(S): \_\_\_\_\_

TELEPHONE NUMBER(S): \_\_\_\_\_

EMAIL: \_\_\_\_\_

STYLE OF SEATING (SEE LAYOUTS ON REVERSE SIDE): \_\_\_\_\_

NUMBER EXPECTED TO ATTEND: \_\_\_\_\_

PLEASE CHECK ITEMS REQUESTED:

KITCHEN (\$15 Donation for Cleaning): \_\_\_\_\_ MARKER BOARD: \_\_\_\_\_ SMART BOARD: \_\_\_\_\_ TV: \_\_\_\_\_

DVD: \_\_\_\_\_ PROJECTOR: \_\_\_\_\_ MICROPHONE: \_\_\_\_\_ OTHER: \_\_\_\_\_

SPECIAL NEEDS: \_\_\_\_\_

A VALID CABELL COUNTY LIBRARY CARD IS REQUIRED TO CHECK OUT ALL EQUIPMENT AND CABLES.  
THE PATRON IS RESPONSIBLE FOR MAKING SURE ALL EQUIPMENT IS COMPATIBLE.

CARD # \_\_\_\_\_ PATRON NAME: \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_

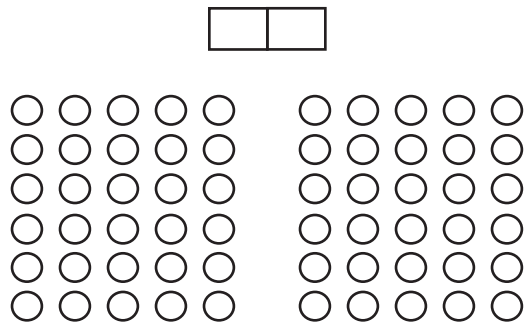
*Meeting rooms are free for any non-profit organization. There will be a charge for profit making organizations which is due at the time of reservation. All meetings are open to the public. If use of the meeting rooms involves food and/or beverages we request a \$15.00 donation to defray the cost of cleaning and trash removal. Meeting room reservations are not guaranteed if there is a conflicting event and/or the application is returned the week of the event. For more information please contact the circulation department.*

### LIBRARY USE ONLY

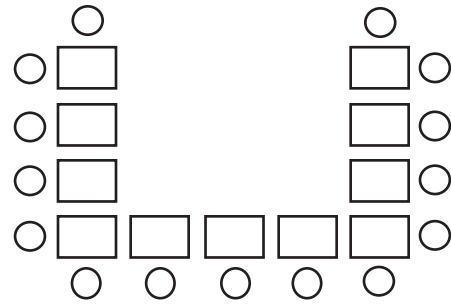
PERSON TAKING APPLICATION: \_\_\_\_\_ AMOUNT PAID: \_\_\_\_\_

DATE APPLICATION ACCEPTED: \_\_\_\_\_ MEETING ROOM ASSIGNED: \_\_\_\_\_

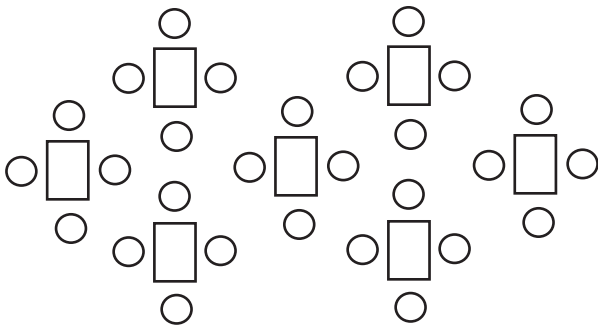
#1 Theater



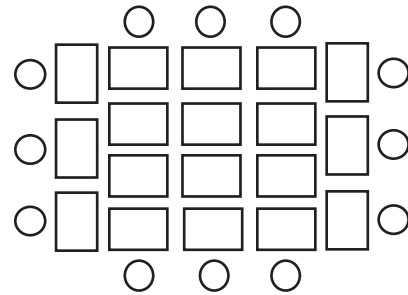
#2 U-Shape



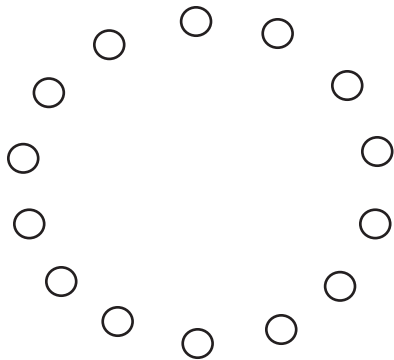
#3 Dinner



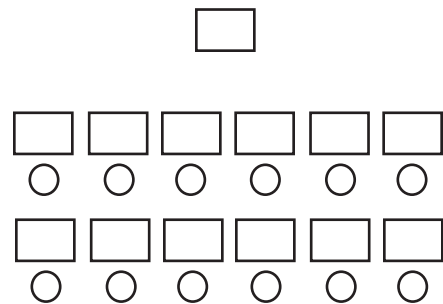
#4 Conference



#5 Circular



#6 Classroom



#7 Design Your Own