Tyson Library Public Meeting Room Use Request  (fax 812-689-7401)

Requested date(s) of use: ________________________________________________

Room requested: (circle one)  small conference  gallery  large activity room

Time of meeting: ________________________________________________________

Name of organization: _________________________________________________

☐ Not-for-profit  ☐ For-profit organization (charges apply)

Name of individual contact: _____________________________________________

Phone number of contact: _______________________________________________

Mailing address: _______________________________________________________

_______________________________________________________  
_______________________________________________________

Email address: ________________________________________________________

Number of expected attendees: __________________________________________

Room setup:  ____ meeting tables/chairs  ____ classroom (tables/chairs facing forward)
              ____ auditorium (chairs only)  ____ auditorium (chair & speaker’s table)

Equipment needed: (circle)

Podium  Microphone  Screen  Television/DVD
Laptop computer  Computer projector  Overhead projector  Extension cord

Any special needs: ______________________________________________________

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I have read, understand and agree to abide by the "conditions of use" for using the  
Tyson Library public meeting room.

______________________________________________________  Date: _____________________
(Signature of representative of requesting organization)

______________________________________________________  Date: _____________________
Library approval (signature)