

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: _____

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

(Signature of representative of requesting organization) Date: _____

Library approval (signature) Date: _____