

**Ventress Memorial Library  
Room Reservation  
Request Form**

Name of Organization \_\_\_\_\_

Date of requested meeting \_\_\_\_\_

Meeting Begins \_\_\_\_\_ Meeting Ends \_\_\_\_\_ AM or PM?

Contact Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_

Room Requested:

1. Maximum occupancy for any event is 120 for the “New Program Room”, 70 for the “Children’s Program Room”, 12 for the “New Conference Room” and 8 for the “Main Library Conference Room”. Use of the “Kitchen” must be requested and approved by Library staff in advance of any event.

\_\_\_\_ Library Plaza Program Room/Kitchen (120 maximum occupancy)

\_\_\_\_ Library Plaza Conference Room (12 maximum occupancy)

\_\_\_\_ Main Library Program Room (70 occupancy)

\_\_\_\_ Main Library Conference Room (8 occupancy)

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Signed \_\_\_\_\_

By signing this application, I bind my organization to observe the “Library Meeting Room Policy and Regulations”

- The room must be left in good order & according to diagram
- All tables & chairs must be put away
- All trash must be placed in bins in the kitchen
- All meetings must end 15 minutes prior to closing

Please direct any questions to the Library Director