



# BARTLESVILLE PUBLIC LIBRARY MEETING ROOM RESERVATION REQUEST

Application Date \_\_\_\_\_

**PLEASE NOTE:** Please review all Meeting Room Guidelines prior to meeting date.

Date Requested \_\_\_\_\_

Time Needed: \_\_\_\_\_

Name of Group: \_\_\_\_\_

Type of Group:

Business \_\_\_\_\_

Social/Personal \_\_\_\_\_

Club \_\_\_\_\_

Other \_\_\_\_\_

Is Group or Individual a resident of Bartlesville? (If not within the 35 mile radius, Non-Resident Fees apply.)

Yes \_\_\_\_\_

No \_\_\_\_\_

Purpose of Meeting \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Meeting Room(s) Requested

Room A (Resident-\$50.00, Non-Resident \$65.00) \_\_\_\_\_

Room B (Resident-\$30.00, Non-Resident \$45.00) \_\_\_\_\_

Room C (Resident-\$40.00, Non-Resident \$55.00) \_\_\_\_\_

Projection Equipment Needed Yes \_\_\_\_\_

No \_\_\_\_\_

Will Refreshments be served Yes \_\_\_\_\_

No \_\_\_\_\_

Will the Library provide Yes \_\_\_\_\_

No \_\_\_\_\_

Coffee and Tea Service: The Bartlesville Public Library can provide coffee and/or tea, cups, and condiments. We can make for you if requested in advance. Cost is 12 cups-\$15.00; 24 cups-\$30.00; 36 cups-\$40.00. Non-Resident Fee: 12 cups-\$22.50; 24 cups-\$45.50; 36 cups-\$60.00.

Total Amount Due \_\_\_\_\_

The undersigned, contact person for the above mentioned group, has read and agreed to comply with the policy and procedures governing public use of the Bartlesville Public Library meeting rooms. The applicant also accepts full responsibility for any damage to facilities or equipment and agrees to confine the organization's activities to the assigned room.

\_\_\_\_\_  
Signature of Applicant

**For Staff Use Only:** Staff Member taking Application \_\_\_\_\_  
All paperwork completed. \_\_\_\_\_ Amount Paid \_\_\_\_\_