



PRESCOTT PUBLIC LIBRARY

215 E. GOODWIN ST.
PRESCOTT, AZ 86303

(928) 777-1500

Fax: (928) 771-5829

REQUEST FOR USE OF LIBRARY MEETING ROOM

ORGANIZATION NAME: _____

REQUESTOR'S NAME: _____

PHONE: _____(Work or Cell) _____(Fax)_____

ADDRESS: _____

E-MAIL: _____

May we give out your name, phone number and email if someone is interested in obtaining more information about your meeting? ___Yes ___No

DATE REQUESTED: _____START TIME: _____END TIME: _____

Time requested includes set up and clean up of the room by the room users.

PURPOSE OF MEETING: _____

NUMBER OF PEOPLE EXPECTED(APPROXIMATE): _____

Permission to use the meeting room will be granted upon acceptance of the conditions for its use as expressed in the Policy for Use of the Library Meeting Room, attached. Requestor's signature below signifies that he/she received, understood and agreed to the conditions contained therein.

REQUESTOR'S SIGNATURE: _____ Date: _____

APPROVED BY: _____ Date: _____

*The Library's meeting room capacities are approximate with people seated in chairs. Tables and chairs are standard in each room. **Users are responsible for setting up the room.***

*The equipment available with each room is listed. This does not guarantee that the requested items will be available. **The meeting room user must be knowledgeable in equipment use, as the library does not provide equipment training.***

If the application is approved, the requested date will be entered on the online reservation system and regarded as confirmed. A notice of confirmation will be mailed or emailed to the responsible member of the organization.

For additional information or questions please contact the Meeting Room Coordinator at 928-777-1521 or at ppl.room.reserve@yln.info. Thank you.

ROOM SELECTION

Founders Suite A

Capacity: 65

Standard Fixtures:

Chairs

Internet Access
(wireless available)

Tables

Equipment available upon request:

Microphone

Podium

Portable White Board

Founders Suite B

Capacity: 45

Standard Fixtures:

Chairs

Internet Access
(wireless available)

Projection Screen
White Board

Tables

Equipment available upon request:

Conference Phone

LCD Projector

Microphone

Podium

Transparency Projector

Founders Suite A & B

Capacity: 110

Standard Fixtures:

Chairs

Internet Access
(wireless available)

Projection Screen
White Board

Tables

Equipment available upon request:

Conference Phone

LCD Projector

Microphone

Podium

Transparency Projector

Bump Conference Room

Capacity: 10

Standard Fixtures:

Chairs Internet Access (wireless) Tables
White Board

Elsa Conference Room

Capacity: 14

Standard Fixtures:

Chairs Internet Access (wireless) Tables
White Board

Equipment available upon request:

Conference Phone

Staff Use Only

Entered on Calendar _____

Staff Initials _____ Date _____