

The Buchanan County Public Library offers meeting space to nonprofit, civic, and community groups at no cost as long as the group abides by the Meeting Space policy (4.14) in the BCPL Policy Manual. All requests must be cleared by the Library Administrative Assistant or the Library Director.

Name of Group: _____

Group Purpose: _____

Expected Attendance: _____

Space Request (please circle one):

Conference Room Meeting Room 1 Meeting Room 2 Children's Wing

Date and Time: _____

Requesting permission to offer food and/or drinks (please circle one): YES NO

Please note: If food or drinks are permitted at your meeting, the group is responsible for clean up.

Request Coffee/Water Service (please circle one): YES NO

Please note: If Coffee/Water Service is approved, library staff will provide and clean up with \$50 Friends of Library donation.

Request equipment or furniture arrangement (please circle all that apply):

Laptop Projector DVD Player Sound Equipment Head Table Lecture Seating
Movie Seating

This request must be made no less than 24 hours before meeting.

Group Representative: _____

Contact Email and/or Phone Number: _____

OFFICE USE

Request: approved not approved

Space assigned: _____

Clean up: _____

Meeting canceled due to: _____

Group contacted: _____