

Ketchikan Public Library Meeting Rooms Available:
Monday, Thursday, Friday, Saturday: 10 AM to 5:30 PM
Tuesday, Wednesday: 10 AM to 7:30 PM
MEETING ROOMS ARE NOT AVAILABLE ON SUNDAYS

KETCHIKAN PUBLIC LIBRARY MEETING ROOM REQUEST

Today's date: _____

Name of group: _____

Name of person applying for the group: _____

Home address: _____ Email address _____

City: _____ State: _____ Zip Code: _____

Home telephone: _____ Business telephone: _____

Meeting name and purpose: _____

Number of participants expected: _____

Meeting room preference:

____ Large meeting room (max. 35 persons) OR ____ Small meeting room (max. 16 persons)

Meeting Date: _____ Meeting Start Time: _____

Time Needed for Setup: _____ Meeting Finish Time (including cleanup): _____

Will you be serving food or beverages? _____

Equipment needed:

____ Dell Laptop ____ Overhead Projector (group provides transparencies)

____ PA System ____ Digital Projector (not compatible with Apple devices)

____ Folding Tables (total number needed _____)

____ Other (yoga mats, easels; please specify: _____)

I have read the attached Ketchikan Public Library Meeting Room Policy and agree that my organization will abide by these rules. I further agree that the group will be responsible for any damage to library property which may occur as a result of my group's use. I certify that I am authorized to make these representations on behalf of my group.

Signature: _____ Date: _____