

**Ketchikan Public Library Meeting Room Available:
Monday through Saturday: 10 AM to 5:30 PM
MEETING ROOMS ARE NOT AVAILABLE ON SUNDAYS
The Large Multipurpose Room has a capacity of up to 25 persons.**

KETCHIKAN PUBLIC LIBRARY LARGE MEETING ROOM REQUEST

Date: _____

Name of Group: _____

Name of Person Applying For the Group: _____

Home Address: _____ Email Address _____

City: _____ State: _____ Zip Code: _____

Home Telephone: _____ Business Telephone: _____

Purpose of meeting: _____

Number of participants expected: _____

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: _____

Please return the signed form 10 days or more in advance to Library Director Pat Tully at the Library, or scan and email the form to patt@firstcitylibraries.org. Pat will contact you to let you know whether the room is available at the requested time.