



Rapides Parish Library
Alexandria, Louisiana

MEETING ROOM RESERVATION FORM

Administrative Office | Huie-Dellmon House
430 Saint James Street, Alexandria, Louisiana

Name of Group: _____ Date Needed: _____

Approximate number of people: _____

Time needed (including set-up time) in hours: _____ to _____.

Type of meeting: _____

Library equipment: Check (✓) or put number, if needed.

chairs _____	projector screen _____
tables _____	overhead projector _____
podium _____	TV / VCR _____
coffee maker _____	extension cord _____
cups _____	staff operator _____
napkins _____	kitchenette _____
other _____	

How should the room be arranged? _____

Coffee Service: \$5.00 Yes ____ or No ____

Number of hours _____

I have read the Rapides Parish Library Meeting Room policy, and agree to follow its guidelines. If fees are applicable, I will be responsible. I understand that I, and the group I am representing, will be held responsible for any damages incurred.

Total fees paid: _____ Signature: _____

Phone: _____

Email: _____

Date: _____

Return To:
Rapides Parish Library
Administrative Office at the Huie-Dellmon House
Administrative Assistant, Jennifer Quebodeaux
411 Washington Street, Alexandria, LA 71301
jennifer@rpl.org | (318) 445-6436 ext. 1003