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

Revised 09/15