



Rapides Parish Library  
Alexandria, Louisiana

**MEETING ROOM RESERVATION FORM**

***Hineston Branch Library***

1810 Hwy 121, Hineston, LA 71438

**Phone: 318-793-8461; Fax: 318-793-0691**

Name of Group: \_\_\_\_\_ Date Needed: \_\_\_\_\_  
Approximate number of people: \_\_\_\_\_  
Time needed (including set-up time) in hours: \_\_\_\_\_ to \_\_\_\_\_  
Meeting description and Purpose: \_\_\_\_\_  
\_\_\_\_\_

**Available Times and Guidelines:** The meeting room is available Monday – Saturday from 9:00 AM to 9:00 PM. The meeting room is not available during Library holidays. Because the meeting room is also used for library programs, groups may be asked to occasionally change their time or date of their meeting. Groups will be given as much notice as possible. Reservations must be made 2 weeks prior to the date needed and may be scheduled up to 1 year in advance.

**Available Rooms: (please see the RPL policy for arrangement responsibility and requirements)**

The Meeting Room will seat up to 40 people in a theatre-style arrangement. 8 seminar tables and 37 chairs are available. Please indicate on back of reservation form desired arrangement of tables and chairs. *Tables and chairs are to be returned to the original arrangement. All trash should be removed and tables wiped clean.*

**Equipment:** A podium and extension cords are available upon request.

**Coffee Service is available for a \$5.00 fee.**

**Political debates and forums**, involving all sides of issues and most or all candidates for an office, are permitted. Individuals or groups desiring to use meeting rooms and Rapides Parish public libraries for political purposes or political activity are required to pay in advance of the use, a rental fee of \$25. The rental fee and coffee service fee are due at registration. Please see the RPL policy for requirements for political debates and forums.

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. I understand that all meetings are open to the public.

\_\_\_\_\_  
Date: \_\_\_\_\_ Name of Representative (print) \_\_\_\_\_ Signature of Representative \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Second contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

Total Fees Paid: \_\_\_\_\_

Received by \_\_\_\_\_  
Rapides Parish Library Representative

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Return to:

***Hineston Branch Library***

***Joy Luttrell, Branch Manager***

1810 Hwy 121, Hineston, LA 71438

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For Library Office Use: Form received by \_\_\_\_\_ Entered:  calendar  online

Revised 04/16