



Rapides Parish Library
Alexandria, Louisiana

MEETING ROOM RESERVATION FORM

King Branch Library

1115 Broadway Ave., Alexandria, LA 71302

Phone: 318-445-3912; Fax: 318-445-8953

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 rooms are available Monday – Saturday during regular library hours. The meeting rooms are not available during Library holidays. Because the meeting rooms are 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)

- Large Meeting Room will seat up to 35 people in a theatre-style arrangement. *Tables and chairs are to be returned to the original arrangement. All trash should be removed and tables wiped clean.*
- Small Meeting Room will seat up to 15 people in a theatre-style arrangement. *Tables and chairs are to be returned to the original arrangement. All trash should be removed and tables wiped clean.*

Equipment: 10 seminar tables and 40 chairs are available. A data projector and screen are available upon request.

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

Return to:
King Branch Library
LaKeisha Henton, Branch Manager
1115 Broadway Ave., Alexandria, LA 71302
Phone: 318-445-3912; Fax: 318-445-8953