



Rapides Parish Library
Alexandria, Louisiana

MEETING ROOM RESERVATION FORM

Westside Regional Library

5416 Provine Place, Alexandria, LA 71303

Phone: 318-442-2483; Fax: 318-442-7678

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 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 is in a classroom style arrangement. The set-up has 20 (6ft long) seminar tables and 40 chairs. Theatre-style, the room seats up to 100 people. *Tables and chairs are to be returned to the original arrangement. All trash should be removed and tables wiped clean.* (please see the RPL policy for arrangement responsibility and requirements)

Small Meeting Room is in a classroom style arrangement. The set-up has 6 (4ft long) seminar tables and 12 chairs. Theatre-style, the room seats 25 people. *Tables and chairs are to be returned to the original arrangement. All trash should be removed and tables wiped clean.*

Equipment: LCD projector and screen, TV with DVD/VHS, and podium 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

Return to:
Westside Regional Library
Pam Martin, Branch Manager
5416 Provine Place, Alexandria, LA 71303
Phone: 318-442-2483; Fax: 318-442-7678