



Indianapolis-Marion County Public Library Branch Auditorium Reservation Form

Required information (please print clearly):

Group name \_\_\_\_\_

Library Facility requested \_\_\_\_\_

Contact person \_\_\_\_\_

Full address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Home number \_\_\_\_\_ Cell Number \_\_\_\_\_ Office Number \_\_\_\_\_

Email address \_\_\_\_\_

Purpose / function of group \_\_\_\_\_

Date(s) requested \_\_\_\_\_

Time(s) requested \_\_\_\_\_

Note: Form must be filled out completely for reservation to be made. Incomplete forms will be returned and room will not be reserved. You must fill out a new form each time you make a reservation. FEES MUST BE PAID ONE WEEK IN ADVANCE.

Table with 3 columns: Fees, Not For Profit, For Profit. Rows include Room use (up to 4 hours), Room use (over 4 hours), and Includes 7% sales tax.

Total fees charged .....\$\_\_\_\_\_

The Library will not provide any A/V or electronic equipment. Equipment needs to be requested through the Library's approved vendor. If a group wishes to bring equipment from another source, it must be approved by Library personnel in advance.

Your signature below indicates that you received a copy of the Meeting Room Guidelines, have read them and understand them.

(x) \_\_\_\_\_

Meeting Room Reservations
2450 N. Meridian Street
Indianapolis, IN 46208
317-275-4020 (phone)
317-269-5296 (fax)

Office Use Only:

Date paperwork received: \_\_\_\_\_ Date fees paid: \_\_\_\_\_

Amount: \_\_\_\_\_