

Application for Facility Reservation Form

Submission of this form does not guarantee availability of the meeting room. A library staff member will contact you with confirmation within one week of receipt of application.

Name _____ Daytime Phone _____

Email _____ Fax _____

Address _____

City, State, Zip _____

Requested Use Date _____

If this is a monthly/weekly meeting and more than one meeting reservation is required, please list individual dates and times:

Meeting Start Time _____ Meeting End Time _____

(Please include set-up time before and clean-up time of room after the meeting)

Nature of Meeting

I have read the Meeting Facility and Use Guidelines and agree to abide by the terms. I am responsible for picking up and returning the Meeting Facility key to the library staff.

I understand that any public advertising for a meeting taking place in the library facility must clearly state the entity sponsoring the event as separate from the Eureka Springs Carnegie Public Library.

While the Library Community Meeting Room is offered to the public at no charge, a donation to the Library Expansion Fund is welcomed. Please write your check to "Library Expansion Fund" and give it to a staff member at the Circulation Desk. Thank you.