

ATTACHMENT 31 REQUEST FOR USE OF MEETING ROOM

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### Request for Use of Meeting Room

If filling out form online, please download and submit by email to [library@leonvalleytexas.gov](mailto:library@leonvalleytexas.gov)

Date _____
Full Name _____
Phone Number _____ Email _____
Organization Name _____
Organization Information _____
Proposed Use of Room _____

Have you read a copy of the Leon Valley Public Library's Meeting Room Policy?

YES       NO

Do you agree to the terms of the policy?

YES       NO

Do you wish to book more than three months in advance?

YES       NO

<input type="checkbox"/> Single Use	Meeting Date _____
	Start Time* _____ End Time* _____
<input type="checkbox"/> Multiple Use	Meeting Date _____
	Start Time* _____ End Time* _____

*\*Meetings may be scheduled during the library's open hours only. Meetings must adjourn at least 15 minutes before the library's closing time. Use back of form for additional dates.*

**Meeting Room Requests are not final until you receive an approved copy of this form.**

Request Approved _____	Request Denied _____
Library Director or Authorized Signature _____	Date _____

## Additional Meeting Date Requests

*\*Meetings may be scheduled during the library's open hours only. Meetings must adjourn at least 15 minutes before the library's closing time.*

Meeting Date \_\_\_\_\_  
Start Time\* \_\_\_\_\_ End Time\* \_\_\_\_\_

Meeting Date \_\_\_\_\_  
Start Time\* \_\_\_\_\_ End Time\* \_\_\_\_\_

Meeting Date \_\_\_\_\_  
Start Time\* \_\_\_\_\_ End Time\* \_\_\_\_\_

Meeting Date \_\_\_\_\_  
Start Time\* \_\_\_\_\_ End Time\* \_\_\_\_\_

Meeting Date \_\_\_\_\_  
Start Time\* \_\_\_\_\_ End Time\* \_\_\_\_\_

Meeting Date \_\_\_\_\_  
Start Time\* \_\_\_\_\_ End Time\* \_\_\_\_\_

Meeting Date \_\_\_\_\_  
Start Time\* \_\_\_\_\_ End Time\* \_\_\_\_\_

Meeting Date \_\_\_\_\_  
Start Time\* \_\_\_\_\_ End Time\* \_\_\_\_\_

Meeting Date \_\_\_\_\_  
Start Time\* \_\_\_\_\_ End Time\* \_\_\_\_\_

Meeting Date \_\_\_\_\_  
Start Time\* \_\_\_\_\_ End Time\* \_\_\_\_\_

Meeting Date \_\_\_\_\_  
Start Time\* \_\_\_\_\_ End Time\* \_\_\_\_\_