

**Mono County Library  
Mammoth Lakes Branch  
Meeting Room Request**

Today's Date \_\_\_\_\_ Date(s) of Event \_\_\_\_\_ Event Times \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Name of Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone (Cell) \_\_\_\_\_ (Office) \_\_\_\_\_

E-mail Address \_\_\_\_\_

**Description of Event** \_\_\_\_\_

\_\_\_\_\_

Size of Group \_\_\_\_\_ Charge for Event  Yes  No

**Room Requested:**  Ellie Randol Reading Room  Small Conference Room

**Equipment Requested:**  Screen  Dry Erase Board  Projector  Laptop  Coffee Maker

**My signature below indicates:**

- I have read, understand and agree to the Mono County Meeting Room Policies;
- I understand that ALL cancelations must be made 24 hours in advance;
- Only those listed on this application can make changes to reservations;
- Reservation date/times INCLUDE set-up and cleanup;
- Reservations are subject to availability, approval, and payment if required and must be confirmed prior to all events.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

===== **LIBRARY USE ONLY** =====

Request Approved by Branch Manager or County Library Director \_\_\_\_\_

Date Approved \_\_\_\_\_ Applicant Confirmation Date \_\_\_\_\_

**Hourly Fees Collected**  Yes  No **Deposit Collected**  Yes  No **Amount Collected** \_\_\_\_\_

Notes \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_