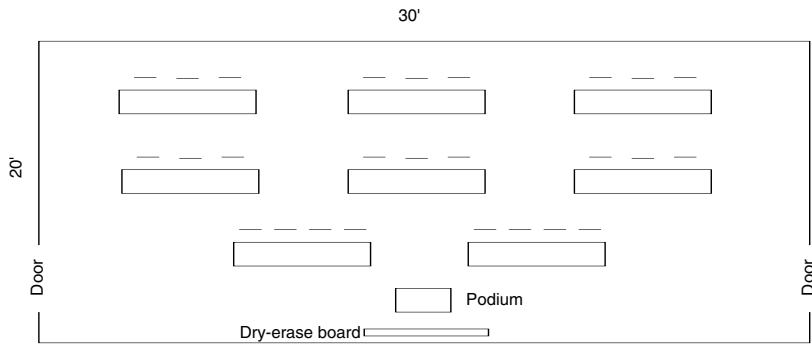
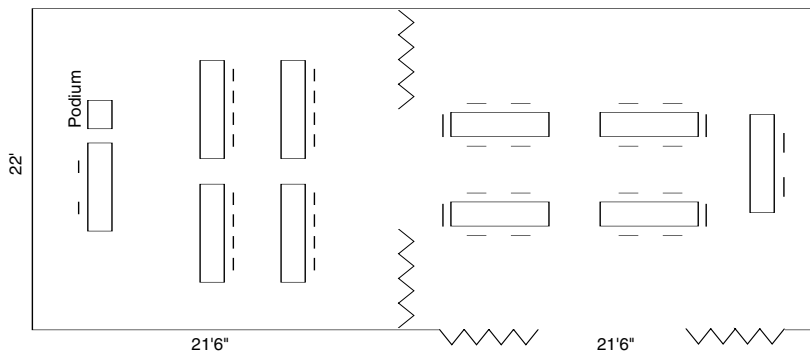


Lakeview Branch Library Room Arrangement and Equipment Form



South Meeting Room

Room Capacity - 40 theater style
Normal Setup: 8 tables and 26 chairs,
 podium and dry-erase board



North Meeting Room

Room Capacity - 32 theater style adult sized chairs
 40 theater style child sized chairs.
Normal Setup: 6 adult tables and 20 chairs
 4 child tables and 20 chairs
 podium

Name of Organization _____

Purpose of the Organization _____

Contact Person _____

Street Address _____ Telephone Number _____

Number Attending _____ Date of Meeting _____

Meeting Time **from** _____ a.m./p.m. **to** _____ a.m./p.m. Open room by _____ a.m./p.m.

(Access to Meeting Rooms is limited to the hours the library is open. Library hours vary by location. See page 3 of the Meeting Room Policy.)

Room Requested: (Please Circle One)

North Meeting Room South Meeting Room

Changes from the normal setup for either meeting room should be drawn over the diagram above. There will be a \$25.00 charge for these changes.

Equipment Available (please check) • **\$10.00 charge for each piece requested.**

- Screen
- TV/VCR
- Overhead Projector
- Chalkboard
- Flip Chart Easel (no paper provided)

Available Without Charge: Hot Water Pot Coffee Pot (30 cups)