

**THE PUBLIC LIBRARY OF CINCINNATI AND HAMILTON COUNTY
REQUEST FOR MEETING ROOM**

To request use of a meeting room:

- ✓ Read the Meeting Room Policy and Guidelines
- ✓ Complete the *Request for Meeting Room* application
- ✓ For Main Library: Submit completed application in person at the Main Library information Desk, by mail to the Program/Exhibits Office, 800 Vine Street, Cincinnati, OH 45202, or by FAX to 513-369-4413
- ✓ For Branches: Submit completed application to the desired location in person, by mail, or by FAX

Questions may be directed to the Program/Exhibits Office at (513) 369-3173 or any Library location.

Name of Organization _____

Location of Meeting _____

Meeting Date _____ Meeting Time _____

Estimated Attendance _____

Purpose of Meeting _____

Desired Set-Up (Conference or Classroom) _____

of Tables _____ # of Chairs _____

Name of Contact Person _____

Email _____

Phone _____ Fax _____

By signing this form you agree to the following:

I have read and agree to abide by The Library's Meeting Room Policy and Meeting Room Guidelines. I certify that the organization's use of the meeting room is in compliance with such policy and I understand that failure to follow the Meeting Room Policy and Meeting Room Guidelines may result in loss of meeting room privileges.

Signature _____ Date _____

You will receive a confirmation regarding meeting room availability