

# Public Meeting Room Application Form

## Meadows Branch Library

Please email completed form to:  
bpl-mdwsroomres@boulderlibrary.org  
or deliver to:  
4800 Baseline Road, Suite C-112, Boulder, CO 80303  
(303) 441-4390

### ORGANIZATION INFORMATION

Group \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Daytime Phone \_\_\_\_\_

Evening Phone \_\_\_\_\_

Purpose of Room Use \_\_\_\_\_  
\_\_\_\_\_

*Is this a city government group?* Yes \_\_\_\_\_ No \_\_\_\_\_

*Is your group a business, or is there a profit-oriented concern?* Yes \_\_\_\_\_ No \_\_\_\_\_

*Is there a fee for people to attend or will donations be requested?* Yes \_\_\_\_\_ No \_\_\_\_\_  
*(Requiring fees or requesting donations is not permitted - see Terms of Use)*

I have read and will abide by the Branch Libraries Meeting Room Terms of Use ([http://boulderlibrary.org/about/branch\\_usage.html](http://boulderlibrary.org/about/branch_usage.html)) and the Library Rules (<http://boulderlibrary.org/about/rules.html>).

Title \_\_\_\_\_

Library Card or Driver's License # \_\_\_\_\_

Date \_\_\_\_\_

A new application must be completed if Contact Person changes.

Sending this form does not guarantee your reservation. You will need to follow up with a call to the branch to confirm that the date is available and that your group qualifies for the space.

### ROOM RESERVATIONS

Date \_\_\_\_\_ Time \_\_\_\_\_ Group Size \_\_\_\_\_

Serving food? \_\_\_\_\_ Fee paid? \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Group Size \_\_\_\_\_

Serving food? \_\_\_\_\_ Fee paid? \_\_\_\_\_

\*\*\*\*\*

### **(Library Use Only)**

Application approved by:

\_\_\_\_\_

Date: \_\_\_\_\_