

Victoria Public Library  
Meeting Room Reservation Form

Group Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Alt#: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email address: \_\_\_\_\_

Purpose of Meeting:

Room Requested (check one):  Bronte Room (maximum capacity 100)  Computer Lab (maximum capacity 10)  
 Study Room (maximum capacity 6)

Date(s) of Meeting: 1) \_\_\_\_\_ 2) \_\_\_\_\_

Start Time (Must be during Library hours and include set up time): 1) \_\_\_\_\_ 2) \_\_\_\_\_

End Time: 1) \_\_\_\_\_ 2) \_\_\_\_\_ . Plan to end no later than 15 minutes before the Library closes to allow for cleanup.

Equipment Requested:  Lectern  Screen  Projector  DVD Player  
**(Study room does not have equipment)**

Not all equipment is available in all meeting rooms. Please contact the administrative assistant, Kristin Khan, at 361-485-3304 prior to your meeting if you have questions about using our equipment or connecting your own laptop to our projector. It is recommended that you visit the library prior to your meeting to look at the equipment we have available. **Library staff may not be available for assistance with equipment the day of the meeting.**

Contact and check-in information: For events scheduled Monday-Friday between 9am-5pm please check in at the information desk and ask for Kristin Khan for assistance. For events scheduled Monday-Friday after 5pm or on Saturday, please check in at the information desk for assistance.

**I have read and agree with the Victoria Public Library Meeting Room Policy. I also understand that I am responsible for setting up and putting away any furniture and equipment we use, and leaving the room in its original condition before the library closes. Failure to comply with these stipulations may result in denial of future requests to schedule the meeting rooms.**

**Your signature indicates your acceptance of all regulations herein attached.**

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

You will be contacted once your request has been confirmed or denied

Approved \_\_\_\_\_ Requested dates available: 1) \_\_\_\_\_ 2) \_\_\_\_\_

Not Approved \_\_\_\_\_

Victoria Public Library 302 N. Main, Victoria, Texas 77901, Telephone 361-485-3304