



522 Colorado Avenue
La Junta, Colorado 81050
384-4612 (719) 383-2514 fax
woodruff@lajunta.lib.co.us

APPLICATION FOR USE OF PUBLIC MEETING SPACES

Date(s) Requested: _____

Space Requested: ___ Meeting Room (36 Capacity) ___ Patio ___ Study Room

Time(s) Requested: From: _____ To: _____

Hours Available: Mon-Thurs 9:00 a.m. to 6:45p.m., Fri 9:00 a.m. to 5:45 p.m., Sat 9:00am to 3:45 p.m.

Organization: _____

Use: Non-Profit: ___ Business: ___ Personal: ___

Representative: _____ Telephone number: _____

Address: _____

Purpose of Meeting: _____

Expected Attendance: _____

Please check items for use in Meeting Room only:

- | | |
|--------------------------------------|--------------------------------------|
| _____ Chairs | _____ Tables 30" X 72" (8 available) |
| _____ Screen | _____ Tables 18" X 72" (4 available) |
| _____ Easel | _____ Marker board and markers |
| _____ TV/VCR/DVD | _____ LCD Projector and Laptop |
| _____ Coffee pot large ___ small ___ | _____ Laptop Lab ___1 ___2 |

Special Arrangements: _____

The applicant agrees to abide by the enclosed *Woodruff Memorial Library Meeting Room Rules and Regulations*. The applicant also agrees to leave the Library facility in a clean and orderly condition at the end of the activity. The applicant is responsible for any repair or replacement due to damage to the facility or equipment. The Library will not be responsible for damage or loss of materials used or left in the building.

Signature of Applicant _____ Date _____

LIBRARY USE ONLY

Approved: _____ Date Notified: _____ Fee Collected: _____

Comments: _____