



**APPLICATION FOR USE OF MEETING ROOM
PEARL BAILEY LIBRARY**

2510 Wickham Ave. Newport News, VA 23607
Phone: 757-247-8677 Fax: 757-247-2321

Name of Organization _____

Date of Meeting _____ Time _____ to _____

Please check the category that best describes your organization

- City Department Community Group Educational Institution
- Government Agency Nonprofit Organization

Anticipated attendance _____

Please mark any equipment necessary for your meeting:

Equipment available at **Pearl Bailey**: VCR and TV Overhead Projector

I have read the provisions for the use of the meeting room and agree to comply with them. I understand that Library System programs and services take priority and may force cancellation of other scheduled meetings or events.

Printed Name of Applicant _____

Signature of Applicant _____ Date _____

Address of Applicant _____

Telephone number of Applicant _____

Alternate contact name for group _____

Alternate contact telephone number for group _____

NOTE: A new application may be required for each meeting room use.

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Application received by _____ Date _____