**APPLICATION FOR USE OF MEETING ROOM**
**PEARL BAILEY LIBRARY**
**2510 Wickham Avenue, Newport News, VA 23607**
**(757) 247-8677 phone**
**(757) 247-2321 fax**

Date of Meeting _____ Time _____ to _____

Nature of Meeting _____

_____

Name of Organization _____

Name of President _____

Address of President _____

Telephone number of President _____

***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.***

Signature of Applicant _____ Date_____

Address of Applicant _____

_____

Telephone number of Applicant _____

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Anticipated attendance _____

Please mark any equipment necessary for your meeting:

Equipment available at **Bailey:** ☐ VCR and TV ☐ Overhead projector

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FOR OFFICE USE ONLY

Approved: ☐ Yes ☐ No By_____ Librarian

Scheduled for _____ at _____
Date Time

Actual attendance_____

NNPLS 11-1a (Rev. 10/03)