



APPLICATION FOR USE OF MEETING ROOM

VIRGIL I. GRISSOM LIBRARY

366 DeShazor Drive, Newport News, VA 23608

Phone: 757-369-3190 Fax: 757-369-3198

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 **Grissom:**
- VCR/DVD and TV
 - Podium
 - Movie screen

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.



Application received by _____ Date _____