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

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 _____

Anticipated attendance _____

Please mark any equipment necessary for your meeting:

Equipment available at **Grissom:** ☐ VCR and TV ☐ Podium
☐ Movie screen

FOR OFFICE USE ONLY

Approved: ☐ Yes ☐ No By_____ Librarian

Scheduled for _____ at _____
Date Time

Actual attendance_____

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