



**APPLICATION FOR USE OF MEETING ROOM
MAIN STREET LIBRARY**
110 Main Street, Newport News, VA 23601
Phone: 757-591-4858 Fax: 757-591-7426

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 **Main Street**:
 VCR and TV Overhead Projector
 Microphones Podium
 Movie screen Video projection panel

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 _____