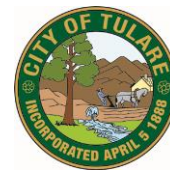


Library Meeting Room—Application for Use Tulare Public Library

475 North M Street Tulare, CA 9274

Phone: 559-685-4508 Fax:559-685-2345 Email:Kristen.Evans@tularepubliclibrary.org

Please complete and return this form at least 2 week (14 days) prior to the event.



City of Tulare Use Only

Date Submitted: _____

Applicant Information

(Please Print Clearly):

Name: (First and Last): _____

Phone: _____

Email: _____

City Department

Name of Department _____

Are you the on-site contact on the day of the event?

Yes No

If No, Name of Contact: _____

Phone: _____

Facility Request

Event Date: _____

_____/_____/_____
Month Day Year

Room(s) Requested:

Council Chambers

Charter Room

Olympic Room

Seating (Please select one, sample floor plans/set ups on following page or provide a sketch of alternative set up request. Olympic Room Only.)

Conference Stadium Classroom

Banquet Kiwanis Other (provide sketch)

Event Information

(This information will be used on the Lobby Sign in the library)

Title of Event: _____

Estimated Maximum Attendance _____

I want to have access to the room/s from: Rooms are only available during library hours.

AM PM to AM PM

My program event times are:

AM PM to AM PM

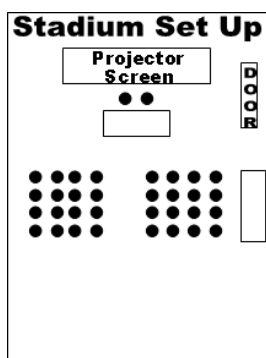
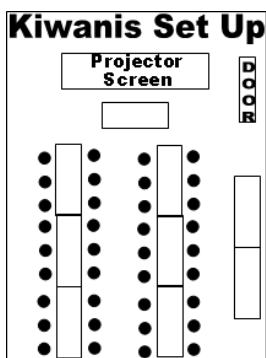
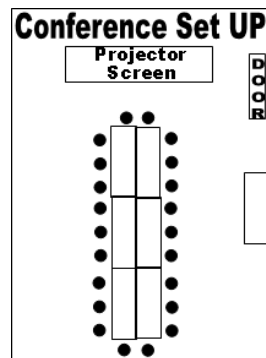
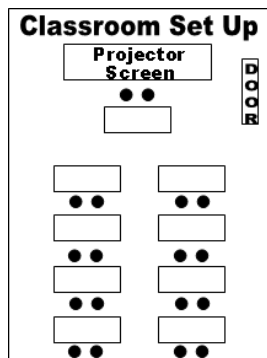
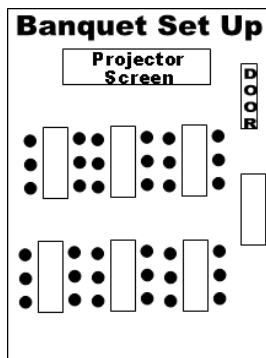
If the event is before 9:00am, please provide name of city employee responsible for opening main door. _____

	YES	NO
Will you need technology equipment? If yes, please fill out the Technology Request Form.	<input type="checkbox"/>	<input type="checkbox"/>
Is the event open to the general public?	<input type="checkbox"/>	<input type="checkbox"/>

Additional Information:

Library Use Only		
Room	Fees/Charges	Total

Olympic Room Set-up Options



Technology Request Form

Date Service Requested: _____

Set-up Time: _____ (default time is initial room access start time; please confirm time for staff to arrive)

If you bring your **own** computer technology, please indicate what kind:

Mac Laptop iPad Windows Laptop

Please be sure to bring your own VGA adaptor.

Please be sure to include time in your reservation request for set up, testing and confirmation of the system with your technology. This time will need to be included in your total reservation period.

Please check the boxes of the Technology Services Requested	Olympic Room	Charter Room	Council Chambers
Podium with Microphone			
Library Windows laptop with Projection (library card required to check out laptop)			
Presentation Remote			
User Laptop with Projection (please bring your own VGA adaptor)			
CD/DVD Projection (Stand-alone player, other than a laptop)			