

**THE PUBLIC LIBRARY OF CINCINNATI AND HAMILTON COUNTY  
REQUEST FOR MEETING ROOM**

**To request use of a meeting room:**

- ✓ Read the Meeting Room Policy and Guidelines
- ✓ Complete the *Request for Meeting Room* application
- ✓ For Main Library: Submit completed application in person at the Main Library information Desk, by mail to the Program/Exhibits Office, 800 Vine Street, Cincinnati, OH 45202, or by FAX to 513-369-4413
- ✓ For Branches: Submit completed application to the desired location in person, by mail, or by FAX

Questions may be directed to the Program/Exhibits Office at (513) 369-3173 or any Library location.

Name of Organization \_\_\_\_\_

Location of Meeting \_\_\_\_\_

Meeting Date \_\_\_\_\_ Meeting Time \_\_\_\_\_

Estimated Attendance \_\_\_\_\_

Purpose of Meeting \_\_\_\_\_

Desired Set-Up (Conference or Classroom) \_\_\_\_\_

# of Tables \_\_\_\_\_ # of Chairs \_\_\_\_\_

Name of Contact Person \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

**By signing this form you agree to the following:**

**I have read and agree to abide by The Library's Meeting Room Policy and Meeting Room Guidelines. I certify that the organization's use of the meeting room is in compliance with such policy and I understand that failure to follow the Meeting Room Policy and Meeting Room Guidelines may result in loss of meeting room privileges.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**You will receive a confirmation regarding meeting room availability**