



## Huron Public Library - Meeting Room Reservation Form

The Huron Public Library meeting rooms are available for use by members of the public engaged in civic, cultural, educational, or charitable activities. All meetings must be open to the public. The meeting rooms may be scheduled up to 3 months in advance. Use of the meeting rooms does not constitute Library or City of Huron endorsement of a viewpoint expressed by a group or by a participant in a meeting or activity.

Name of Organization or Club	Applicant's First Name	Applicant's Last Name
Street		
City	State	Zip
Phone	Cell Phone	
E-mail	<b>Signature of Person Submitting Application</b>	

**Date Of Meeting:** \_\_\_\_\_

**Time of Meeting:** \_\_\_\_\_

Hours available: Mon-Thurs 9 am to 7:45 pm  
 Fri-Sat 9 am to 4:45 pm

**Refreshments Served?** Yes\_\_\_\_ No\_\_\_\_

Refreshments not allowed in the South Dakota Room.

**Outside equipment brought in by group:** \_\_\_\_\_

**I have read and will follow the meeting room policy:** Initials \_\_\_\_\_

**Staff Only:** Approved\_\_\_\_ Not Approved\_\_\_\_ Staff Initials:\_\_\_\_\_

**Room requested:**

**Jones Room** (55 people)       **South Dakota Room** (15 people)

**Equipment needed:**

Podium       Screen

Projector       Sound System