Rochester Hills Public Library
Multipurpose Room Use Application
(Capacity 150)

Please review the Meeting Room Use Policy on the reverse side of this application for eligibility and terms of use. A valid resident library card number must be provided below. Meetings may be booked between one week and one month in advance. A valid RHPL card is required to receive a key to the Multipurpose Room.

Organization Name: _________________________________________________________________

Meeting Purpose: _________________________________________________________________

Meeting Date: ________________________________

Start Time: ___________________________ End Time: ____________________________

Estimated Number of Attendees: ____________

Amenities Available:
  _____ LCD Projector
  _____ VCR/DVD        _____ Laptop
  _____ Lapel microphone  _____ Podium
  _____ Wireless Microphone  _____ Screen

Other set up (please describe):
________________________________________________________________________________

Responsible Party Name: _____________________________________________________________

Library Card Number: 23158

Email Address: ____________________________________________________________________

On behalf of the above named organization, I hereby make application for use of the Multipurpose Room. I have read and understand the policy on the use of library facilities and agree to abide by its regulations. I agree to be personally and financially responsible for returning the facilities in the same condition as it was received.

Signature: _______________________________ Date: ____________________________

Email completed application to: Amanda.Harrison@rhpl.org

Or send to:
Rochester Hills Public Library
Attn: Amanda Harrison
500 Olde Towne Road
Rochester Hills, MI 48307

Questions may be directed to Amanda.Harrison@rhpl.org or 248-650-7124.

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Approved by Director’s Office: _______________________________ Date ____________________