

**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 two months 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: **2 3 1 5 8** \_\_\_\_\_

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](mailto: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](mailto:Amanda.Harrison@rhpl.org) or 248-650-7124.

-----  
Approved by Director's Office: \_\_\_\_\_ Date \_\_\_\_\_