



# The Florence Williams Public Library

## Application for use of meeting Room

1. Name of organization: \_\_\_\_\_

President's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

2. Nature of meeting and/or program:

Topic: \_\_\_\_\_ Speaker: \_\_\_\_\_

Other: \_\_\_\_\_ Panel: \_\_\_\_\_

3. Type of furniture and equipment needed/to be used:

\_\_\_\_ Chairs    \_\_\_\_ Blackboard    \_\_\_\_ Projector    \_\_\_\_ Listening System

\_\_\_\_ Tables    \_\_\_\_ Display Rack    \_\_\_\_ Screen    \_\_\_\_ Other

May the library assist you with your program?    Do you need film or slides or video (limited), a book exhibit, a tour of the library, information on the library services? Please indicate if and how we can be of help. \_\_\_\_\_

4. Approximate Number Expected: \_\_\_\_\_ 5. Date of meeting: \_\_\_\_\_

6. Time of meeting: From: \_\_\_\_\_ To: \_\_\_\_\_

7. The undersigned representative of the organization agrees that this meeting will be held in accordance with the regulations set up by the library management concerning use of the library's meeting room.

Name: \_\_\_\_\_

Title of Organization: \_\_\_\_\_ Profit: \_\_\_\_ Non-profit: \_\_\_\_

Telephone number: \_\_\_\_\_ Fax: \_\_\_\_\_

Date of application: \_\_\_\_\_

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

Approved: \_\_\_\_ Disapproved: \_\_\_\_ Head Librarian: \_\_\_\_\_ Date: \_\_\_\_

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