

**Mono County Library
Mammoth Lakes Branch
Meeting Room Request**

Today's Date _____ Date(s) of Event _____ Event Times _____
Applicant's Name _____
Name of Organization _____
Address _____
City _____ State _____ Zip Code _____
Daytime Phone _____ Alternate Phone Number _____
E-mail Address _____

Description of Function _____

Size of Group _____

Name(s) of Person(s) Responsible _____

Room Requested:

Ellie Randol Reading Room (chairs and tables for 32, maximum capacity 53) _____
Small Conference Room (maximum capacity 10) _____

*Note: Only those listed on the application can make changes to reservation.
Reservation date/times should include set-up and clean-up time.
Reservation is subject to availability, approval, and must be confirmed prior to the event.*

**Rooms are available during the following hours:
Monday—Friday: 10:00 a.m.—7:00 p.m.
Saturday: 9:00 a.m.—5:30 p.m.**

My signature below indicates:

- I have read, understand, and agree to the rules and policies of the Mono County Library meeting rooms.
- I understand that all reservation cancellations must be made 24 hours in advance.

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Signature _____ Date _____

Request Approved by Branch Librarian or County Librarian _____

Date Approved _____ Applicant Contacted _____

Phone (760)934-2820 Fax (760)934-6268