

**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.

•
Signature _____ Date _____

Request Approved by Branch Librarian or County Librarian _____

Date Approved _____ Applicant Contacted _____

Phone (760) 934-4777 adanielson@monocoe.org