



# ROSEBURG PUBLIC LIBRARY

1409 NE Diamond Lake Blvd., Ste. 100

Roseburg, OR 97470

[www.cityofroseburg.org](http://www.cityofroseburg.org)

[library@roseburgor.gov](mailto:library@roseburgor.gov)

541-492-7050

## MEETING ROOM APPLICATION

Date of meeting: \_\_\_\_\_

Time of room use: \_\_\_\_\_ to \_\_\_\_\_ Expected attendance \_\_\_\_\_

*Must include setup and cleanup time. Access to the room may not be available before or after the times renter indicates here. Remaining in the room beyond the time indicated may result in an additional fee.*

Ford Room:

South Umpqua Room:

Deer Creek Room:

Multipurpose Room #1 (Room 17):

Multipurpose Room #2 (Room 20):

### TECHNOLOGY REQUESTS

Owl videoconferencing tech system (fee assessed); subject to availability.

Computer/projector/sound assistance requested. It is the renter's responsibility to provide details to staff at least two days before the rental. Last-minute staff assistance may not be available.

Refer to Meeting Room Policy for use fees.

User name and contact information:

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

Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

I have read the Meeting Room Policy, which is incorporated herein by reference, and agree to abide by it.

Responsible Person:

\_\_\_\_\_  
Signature (signed or digital)

\_\_\_\_\_  
Date

Download this form, complete it, then send as an attachment to [library@roseburgor.gov](mailto:library@roseburgor.gov)