



Faulkner County Library
 1900 Tyler St. • Conway, AR 72032
 501-327-7482 (T) • 501-327-9098 (F)
 Email: FCL@FCL.org

Library Staff Use Only

Confirmed by:	Date:

Facility Reservation Application

*Library events and programs will be given first priority for facility use.
 Submission of this application does not guarantee availability of a space.*

Contact & Organization Name: _____

Email: _____ Phone #: _____

Address (include city, state, zip): _____

_____ Library Card #: _____

Requested Date: _____ Start time: _____ End time: _____

*Please account for set-up and cleanup when considering start and end times

If this is a monthly meeting, please list additional dates with start and end times: _____

Are there fees or charges associated with this event? Yes No If yes, please explain _____

Equipment requests:

Meeting and seminar rooms should contain tables and chairs. If extras are needed, please speak with library staff at the circulation desk located in the lobby.

___ Computer projector/Projector screen ___ Sound system/Microphone

___ TV/DVD player ___ Overhead projector

I have received a copy of the Policies for Public Use of the Faulkner County Library Meeting Facilities. By signing this reservation form, I agree to abide by stated guidelines and policies.

Signed: _____ Date: _____

Title in Organization (if applicable): _____