

Marianne Beck Memorial Library  
112 West Central Avenue  
Howey in the Hills, Florida 34237  
Phone: 352-324-0254 / Fax 352-324-1115

LEC Meeting Room Reservation Form

(To be completed in Addition to the LEC Meeting Room Agreement)

Contact Person or Representative of Organization: \_\_\_\_\_

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

Address of organization or person responsible for event:

\_\_\_\_\_  
(Street Address or PO Box) (City) (Zip)

Phone number(s): \_\_\_\_\_ Email: \_\_\_\_\_

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**For recurring Events Select Dates one time a month up to a maximum of 10 months:**

Jan\_\_Feb\_\_Mar\_\_Apr\_\_May\_\_June\_\_July\_\_Aug\_\_Sept\_\_Oct\_\_Nov\_\_Dec\_\_

If needed refer to the room maps for size and room configuration. Below Indicate the number of chairs and tables needed including round tables.

Number of Rectangle Tables: \_\_\_\_\_ Number of Round Tables: \_\_\_\_\_ Chairs: \_\_\_\_\_

Room(s) Requested: Small Room: \_\_\_\_\_ Large Room \_\_\_\_\_ Open both rooms \_\_\_\_\_

Podium: Yes \_\_\_\_\_ No \_\_\_\_\_ Microphone: Yes \_\_\_\_\_ No \_\_\_\_\_

**Audio-Visual Equipment Requested: Yes: \_\_\_\_\_ No: \_\_\_\_\_ if yes specify:**

Please note that it is strongly advised that you come in at least an hour ahead of time to set up and test the audio-visual equipment for compatibility issues. See the staff at the library circulation desk with any questions.

Notes: