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### Meeting Room Request Form

Submission of a request does not guarantee request approval. Do not advertise the event until final approval is confirmed by Library Staff. Decision will be based upon completion of this form.

Date of first contact: \_\_\_\_\_

Non-profit Tax ID: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_

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

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

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

\_\_\_\_\_

#### Event Information (Check all that apply)

##### 1. Type of Event:

- Organizational Meeting
- Instructional
- Special event
- Other: Describe: \_\_\_\_\_

##### Participants:

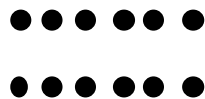
\_\_\_\_\_ Estimated number of people

##### 2. Room Request:

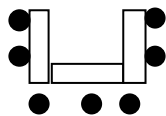
- Meeting Room C Whole conference room (max. 35 people)
- Meeting Room B Large conference room (max. 30 people)
- Meeting Room A Small conference room (max. 10 people)

##### 3. Set-Up Required:

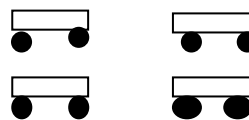
###### Theatre/Lecture



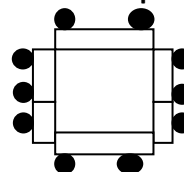
###### U-Shaped



###### Classroom



###### Hollow Square



4. Date of Event: \_\_\_\_\_

Time: Start: \_\_\_\_\_

End: \_\_\_\_\_

5. Will food/drink be served? \_\_\_\_\_

##### 6. Equipment requested:

\_\_\_\_\_ Podium

\_\_\_\_\_ Projector

\_\_\_\_\_ Laptop

Staff Initials: \_\_\_\_\_