

**TOWN OF LAUREL PARK  
MEETING ROOM REQUEST**

Organization \_\_\_\_\_

Date To Use Room \_\_\_\_\_

Beginning/Ending Time \_\_\_\_\_

Person Requesting Room \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Is person requesting room a resident of Laurel Park?    (    ) Yes    (    ) No

If no, name of Laurel Park resident attending meeting \_\_\_\_\_

Type of function to be held \_\_\_\_\_

Estimated number of attendees \_\_\_\_\_

The person representing the group/organization understands that they are responsible for any damages to the room. Seats and tables in the room are to be restored as found. Group is responsible to make sure meeting room lights are off and doors are locked. If the meeting begins or will last after 5:00 PM, a person representing the group/organization must pick up the room key before 5:00 PM at the Town Hall Office. Unless other arrangements are made, room key is to be returned to the office by noon the following business day.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Request approved by:

\_\_\_\_\_  
Town of Laurel Park

*\* Town governmental functions have priority scheduling.  
Advance scheduling can only be done in two (2) month increments.  
Please use a separate form for each date requested.*