

**TOWN OF LAUREL PARK**  
**MEETING ROOM REQUEST**

Organization \_\_\_\_\_

\* Date(s) To Use Room \_\_\_\_\_

Time of Day \_\_\_\_\_

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

Address \_\_\_\_\_

Phone # \_\_\_\_\_

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

If no, name of Laurel Park resident to be at meeting:

\_\_\_\_\_

Type of function to be held:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The person representing the group or organization understands that they are responsible for any damages to the room. Seats and tables in the room are to be restored to as found. If meeting begins after 5:00 p.m., one person representing the group or organization must pick up the room key before 5:00 p.m. at the Town Hall Office. Unless other arrangements are made, room key is to be placed in front door mail slot after meeting is over. Group is responsible to make sure meeting room lights are off and doors are locked.

Signed \_\_\_\_\_

Date

\_\_\_\_\_

Request Approved by:

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Town of Laurel Park

**\* Please use a separate form for each date requested.**