

St. Louis County Library Headquarters Lottery Application

Reservations begin on the first Saturday in October for January-June dates and on the first Saturday in April for July-December dates.

To be included in the lotto drawing for ONLY Headquarters meeting rooms, all applications need to be received at Headquarters by 5:00 p.m. on the Friday prior to the first Saturday in October, and by 5:00 p.m. on the Friday prior to the first Saturday in April.

Meeting Room applications received after 9:00 a.m., on the first Saturday in October and April will be taken on a first-come, first-served basis. These will be scheduled after all lottery groups. More information about the lottery process can be found at www.slcl.org/meeting-rooms.

Name of Organization: _____

Purpose of this Meeting: _____

Expected Attendance: _____ **Alternate Branch Locations:** _____

Date	Times (Start & End)	Auditorium or East Room	Select Equipment if Needed*	
			TV/DVD/VCR	MICROPHONE
			PROJECTOR	PODIUM
			TV/DVD/VCR	MICROPHONE
			PROJECTOR	PODIUM
			TV/DVD/VCR	MICROPHONE
			PROJECTOR	PODIUM
			TV/DVD/VCR	MICROPHONE
			PROJECTOR	PODIUM
			TV/DVD/VCR	MICROPHONE
			PROJECTOR	PODIUM
			TV/DVD/VCR	MICROPHONE
			PROJECTOR	PODIUM
			TV/DVD/VCR	MICROPHONE
			PROJECTOR	PODIUM

**Subject to availability*

Contact Persons: *(include person submitting this application and one other)*

Name: _____ **Email:** _____

Address, City, Zip: _____

Phone: _____ **Alternate phone:** _____

Name: _____ **Email:** _____

Address, City, Zip: _____

Phone: _____ **Alternate phone:** _____



St. Louis County **Library**

I have read and understand the lottery procedures and meeting room policy found on www.slcl.org/meeting-rooms.

Signature _____ **Date** _____