

STEPHENS CENTRAL LIBRARY
33 West Beauregard, San Angelo, Texas 76903-5887
 (325) 655-7321 Fax (325) 659-4027
Sugg Community Room and / or Rooftop Terrace Application

Community Room only Roof only Community Room & Roof

Organization /Event: _____

Organization/Event Type: Community Gov't Non-Profit Educational Private

Primary contact _____ Library card number _____

E-mail address _____

Day phone _____ Evening phone _____

Address _____ City/Zip _____

Alternate contact _____ E-mail address/phone _____

Describe event _____

Date and time _____

Number of Attendees: _____ Need projector and screen? Yes No

Will food or beverages be served? Yes No Will alcohol be served? Yes No

If this event is open to the public, please provide a brief description for Library calendar and website:

If applicable, refund should be returned to (name, address, phone):

I have read and understand the TGC Library Community Room and Roof Space Policy and agree to abide by all rules and regulations. I will check in at the Circulation Desk before my event begins and check out afterwards.

Signature _____ Date: _____

For Office Use Only:

Confirmation emailed		Insurance received	
Application and Agreement received		Rental Fees received	
Tour taken		Refund Processed	
Deposit received		Notes	

