

# APPLICATION FOR USE OF MEETING ROOMS



## AURORA PUBLIC LIBRARIES /MUNICIPAL BUILDINGS MEETING SERVICES

14949 E. Alameda Pkwy Aurora, CO 80012

Phone: (303) 739-6635 or (303) 739-6636

Fax : (303) 739-7845 E-Mail : [mtgsvcs@auroragov.org](mailto:mtgsvcs@auroragov.org)

Organization: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ (w) Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Fax: \_\_\_\_\_ (h) Phone: \_\_\_\_\_

Drivers License or Library Card #: \_\_\_\_\_

Credit Card: \_\_\_\_\_ Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

*OR for internal users...*

Organization #: \_\_\_\_\_ Account #: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ (w) Phone: \_\_\_\_\_

Drivers License or Library Card #: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_ Expected Number of Attendees: \_\_\_\_\_ Time Preference: \_\_\_\_\_

Location (please circle one) AMC Central MLK Hoffman Mission Tallyn's Room Preference: \_\_\_\_\_  
Heights Viejo

Please list dates you are requesting below	PLEASE CHECK TO THE APPROPRIATE BOX	YES	NO
	1. Is this group a City of Aurora or APL organization?		
	2. Is this group sponsored by the City of Aurora? If yes, which Dept?		
	3. Do the majority of participants live in Aurora?		
	4. Is this group from a metro-area school? (If yes, school name?)		
	5. Does this group have 501C(3) or 501C(4) status? Proof required.		
	6. Is this group a profit oriented business concern?		
	7. Do attendees pay a fee to participate in the scheduled meetings?		
	8. Is this event specifically for the marketing or selling of a product or a service?		
	9. Is this meeting open to the public?		
	10. Will any events held be for fund raising purposes?		
	11. Does this event sponsor a particular political party or individual?		

I affirm that I have read and will abide by the rules outlined in the Aurora Public Libraries and/or Municipal Buildings MEETING SERVICES POLICY.

\_\_\_\_\_  
Signature of Primary Contact

\_\_\_\_\_  
Signature of Secondary Contact

White Copy – Meeting Services

Yellow Copy - Customer