

Appendix A

**Montana State Library Conference Room Reservation**

Please complete this form and return to [Carol Churchill](#) or [Marlys Stark](#), MSL, by email or fax (444-0266)

Conference Room  Bitterroot  Grizzly  Sapphire

NOTE: unavailable before 8:30am or after 4:30pm Capacity: 6 Capacity: 43 Capacity: 6

Date for which reservation is made: Hours:

Desktop Lab required (Grizzly Room Only)  Yes  No

Agency/Organization \_\_\_\_\_

Person making reservation \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature of Responsible Person \_\_\_\_\_

By signing this form, the responsible person acknowledges he/she has read and understands the Montana State Library Conference Room Use Policy as approved on October 9, 2018, and the Conference Room Use Guideline.

The meeting organizer should review the conference room use guidelines with meeting attendees at the beginning of the meeting and read the safety briefing for the proper Conference Room (Appendix B). MSL expects the meeting organizer to ensure that that attendees adhere to the policy and guidelines.