

LSPL Meeting Room Reservation Information Sheet

This information can be taken over the phone or in person

LSPL Staff: Please make sure to enter information on the statistics tracker

Organization Name: _____

Contact Person: _____

Phone Number: _____

Meeting Date: _____

Meeting time: _____

Number of Attendees: _____

Non-Profit

For Profit

SHRED THIS DOCUMENT AFTER THE DATE OF THE MEETING