



Conference Center at the Main Library Reservation Request Form

Start Here. Go Anywhere.

Application Date: _____ Name: _____

Organization/Event Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Alternate Phone: _____

Email Address: _____ Total Guests _____

Event Type/Purpose _____ Event Date _____

Venue Usage Time: From _____ AM/PM To _____ AM/PM
(Please indicate full venue use time from set-up to departure, not just the event time – Thank you.)

____ Not for Profit Meeting/Event _____ Corporate or Private Meeting/Event
(Please attach verification of status e.g. 501 c 3)

Meeting / Event Space	Board Room (Conference)	Theater (Chairs Only)	U-Shape	Banquet (Round tables)	Open Square	Classroom	Standing (Reception)
Auditorium		391					
Multipurpose Room ALL (MP ALL)	100	400	100	300	100	200	400
Multipurpose Room HALF	60	150	40	120	50	120	150
Multipurpose Quarter	30	75	30	60	30	60	75
Meeting Room G4	20	50	25	50	25	30	50
Meeting Room G1	12	20					20
Meeting Room G2 / G3/ 319	10	10					
Meeting Room 219 /419	12	20					
Courtyard & Atrium		100		150			250
Grand Staircase & Atrium				100			150
Conference Hallway (Rent with MP ALL or Auditorium)				120			300

Meeting / Event Space Required _____ Estimated number of guests _____

Will there be food and beverage served YES NO Will you required audio/visual equipment YES NO

Comments: _____

- Facility rental fees, event guidelines, and reservation request forms can be found on the Library’s website at www.jaxpubliclibrary.org, please select meeting rooms from the main menu.
- Facility tours arranged **by appointment only**; drop-ins are discouraged due to heavy meeting and event schedules during the day – Call 904-630-1947 or email jplconference@coj.net and speak to a Conference team member.
- All reservation requests must be made in writing and submitted via letter, fax or email to the Conference Center
- Minimum of 14 days advance notice for meetings and 30 days advance notice for special events is required
- We will endeavor to respond to your inquiry within 2 business days; a meeting or event is not guaranteed until full payment and signed rental agreement are received by the Conference Center Manager
- Payment is due upon receipt or per the specific terms stated on the invoice
- Contact Details: Conference Center at the Main Library, 303 North Laura Street, Jacksonville, FL 32202
Tel: 904-630-1947 Fax: 904-630-1163 Email: jplconference@coj.net