



# Main Library - Conference Center Inquiry Form

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  
(Please attach verification of status e.g. 501 c 3)                      \_\_\_\_\_ Corporate or Private Meeting/Event

Meeting/Event Space Requested:

- |                                       |   |
|---------------------------------------|---|
| Auditorium (capacity 391) _____       | Conference G1/219/419 (capacity 20) _____ |
| Multipurpose ALL (capacity 400) _____ | Multipurpose 1/2 (capacity 200) _____     |
| Multipurpose 1/4 (capacity 100) _____ | Conference 319/G2/G3 (capacity 10) _____  |
| Conference G4 (capacity 40) _____     | Courtyard (capacity 200) _____            |

*\*\*Please note that the listed capacity in each room is for theater style seating, the addition of tables, chairs and audio/visual equipment will reduce maximum seating in the room selected.*

Meeting Room / Event Set-up

Will you require audio/visual equipment?                      \_\_\_\_\_ Yes                      \_\_\_\_\_ No

Will there be food & beverage served?                      \_\_\_\_\_ Yes                      \_\_\_\_\_ No

Additional comments: \_\_\_\_\_  
\_\_\_\_\_

Facility rental fees can be found on the Library’s website at [www.jaxpubliclibrary.org](http://www.jaxpubliclibrary.org), please select meeting rooms from the main menu. Facility tours can be arranged *by appointment only* – please call 904-630-1947 and speak to a Conference team member. All meeting requests must be made in writing via letter, fax, or email to the Conference Center Manager. These requests should be made as far in advance as possible (at least 14 days for a meeting request and 30 days for an event request), as the Main Library Conference Center is a busy venue throughout the year. Any requests with less than one week to the event date may not be possible to accommodate. We will endeavor to respond within 2 business days to any meeting or event request. A meeting or event is not considered guaranteed until full payment along with damage deposit and signed contract are received by the Conference Center Manager. Payment is due upon receipt of invoice and contract.

Telephone: 904-630-1947  
Fax: 904-630-1163  
Email: [jplconference@coj.net](mailto:jplconference@coj.net)

Jacksonville Public Library – Conference Center  
303 North Laura Street  
Jacksonville, FL 32202