



P.O. Box 400 \* St. Francisville, LA 70775  
Phone (225) 635-3688 \* Fax (225) 635-6984 \* email: townhall@townofstf.com

## TOWN HALL MEETING ROOM RESERVATIONS

The meeting room at Town Hall can be reserved for community meetings. Meeting room reservations are booked once the availability is confirmed.

### MEETING ROOM GUIDELINES:

- You will be given an access code to enter the back door. This code is confidential and should not be given to anyone.
- Food, drinks and other trash should be cleaned up before leaving.
- There is a “NO SMOKING” policy for Town Hall. Please observe this policy at all times.
- No animals are allowed in the meeting room.
- Please make sure the air conditioner/heating unit is set to 70 degrees at the close of your meeting.
- When you are leaving, please be sure that all doors are closed securely, all lights have been turned off, and that the kitchen is cleaned.
- A schedule of meetings will be required when a group would like to meet on a regular basis. Please submit your meeting scheduled to Town Hall so that it can be properly recorded on the reservation calendar.

Group Name: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Time Requested: \_\_\_\_\_

Reserved For: \_\_\_\_\_

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

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

Address: \_\_\_\_\_

\_\_\_\_\_

Form Received: \_\_\_\_\_