

Appendix B: King Library Administration Visitors Meeting Registration Form
King Library Administration Visitors Meeting Registration
 (Policy ID# PL_287)
4th Floor Meeting Room Attendees List

Meeting Date: _____ **Title:** _____ **Time:** _____

Host Name: _____ **Telephone:** _____

Provide the following information so that **your visitors** can be directed appropriately:

MEETING ROOM NUMBER	MEETING TYPE	SPECIAL INSTRUCTION	ATTENDEES LIST
○ 4005	○ One time visit	○ Call Host	1. _____
○ 4013	○ Recurring	○ To be Escorted	2. _____
○ 4025	○ Monthly	○ Un-Escorted	3. _____
○ 4024	○ Weekly	○ See Comments below	4. _____
○ Boardroom	○ Other:	_____	5. _____
○ Fishbowl	_____	_____	6. _____
	_____	_____	7. _____
			8. _____
			9. _____
			10. _____
			11. _____
			12. _____
			13. _____
			14. _____
			15. _____
			16. _____
			17. _____
			18. _____
			19. _____