

# Meeting Room Reservation

DATE OF MEETING \_\_\_\_\_

START TIME \_\_\_\_\_ END TIME \_\_\_\_\_

TYPE OF MEETING \_\_\_\_\_

EQUIPMENT NEEDED \_\_\_\_\_

NUMBER OF PEOPLE EXPECTED \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_ PHONE \_\_\_\_\_

- I have read the meeting room policy and agree that my group will abide by its restrictions including the after-hours extended time period fee of \$30 per hour.*
- As representative of my organization, I accept full responsibility for loss or damage to ANY Library property, furnishings, and/or equipment occurring as a result of the organization's use of Library property.*
- I understand that the Library assumes no responsibility for group or personal belongings of those in attendance at the meeting.*
- I agree to leave the room neat and orderly and notify staff to lock the doors before I leave.*
- The Library shall not be responsible for damage or injury to any person or property occurring as a result of the activities of my group while using Library facilities.*
- I understand that due to high demand, I must return this form to the library within 24 hours of booking.*

*Pianos are available in the Library meeting rooms for performance and rehearsal use. All responsibilities outlined above include use of the pianos. Arrangements for piano, LCD projector or videoconferencing unit use and payment by business and commercial groups should be made at the time the meeting room is reserved. When applicable, I agree to pick up and return the LCD Projector Kit to the Checkout Desk.*

Today's Date \_\_\_\_\_ Signature \_\_\_\_\_

## STAFF USE ONLY

- Reserved on Calendar
- Reservation form complete, signed and filed
- Room checked for damage/loss
- Room use donation \$ \_\_\_\_\_  
(\$15/hour fee for business and commercial groups)
- Library Administrator notified of donation

Date \_\_\_\_\_ Time \_\_\_\_\_

Staff Initials \_\_\_\_\_

## SEYMOUR USE ONLY

- End time requested is over two hours past closing
- Staff scheduled by Library Administrator
- Group notified of extended time period
- \$30 per hour fee collected

Date \_\_\_\_\_ Received by \_\_\_\_\_

Form revised 4/5/10