



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 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 check that entrance doors are closed and locked securely.
- 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.

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 use and payment by business and commercial groups should be made at the time the meeting room is reserved.

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 _____

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 _____

Staff Initials _____