

Meeting Room Reservation

DATE OF MEETING _____ START TIME _____ END TIME _____

TYPE OF MEETING _____

EQUIPMENT NEEDED _____ NUMBER OF PEOPLE EXPECTED _____

ORGANIZATION _____ CONTACT PERSON _____

PHONE _____ ADDRESS _____

E-MAIL _____ DL# _____

- I have read the meeting room policy and agree that my group will abide by its restrictions.*
- I accept full responsibility for loss or damage to ANY Library property, furnishings, and/or equipment occurring as a result of use of Library property.*
- I understand that I must comply with the room capacity determined by the Fire Chief.*
- 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, return the room to its original arrangement, 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 and pay any associated fee 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

BRANCH USE ONLY

Give copy of policy
Verify contact info & ID
Reserved on Calendar or on Evanced
Reservation form complete, signed and filed
Online reservation approved
Room use donation \$ _____
(\$30/hour fee for business and commercial groups)
Room checked for damage/loss

Lockdown needed
Time expected to leave: _____

Date _____ Time _____ Staff Initials _____

Form revised 10/21/13