**Meeting Room Reservation Form**

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

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Phone No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) Needed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time:\_\_\_\_\_\_\_ Thru:\_\_\_\_\_\_\_\_\_\_\_

**(Up to three**

**reservations** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time:\_\_\_\_\_\_\_ Thru:\_\_\_\_\_\_\_\_\_\_\_

**at a time, no**

**more than 3** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time:\_\_\_\_\_\_\_ Thru:\_\_\_\_\_\_\_\_\_\_\_

**months in advance)**

Room A Room B Both (circle one) Open to the public? Yes \_\_\_\_ No \_\_\_\_

Will the group be charged for the room? Yes \_\_\_\_ No \_\_\_\_

How would you like the event listed on the online calendar? If you don't want the group name listed, specify 'private event'.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Equipment Needed: Digital projector ($20/4hrs) \_\_\_\_ TV & DVD Player ($5/4hrs) \_\_\_\_\_

Laptop computer ($5/4hrs) \_\_\_\_ Legos &/or Duplos ($25/4hrs) \_\_\_\_\_

Refreshments being served (No red drinks, no alcohol): Yes No (Circle one)

**The room must be cleaned and vacated 10 minutes prior to the library's closing time. The person signing this reservation is responsible for problems and costs resulting from misuse. Groups accept responsibility for repair or replacement of damaged and/or missing equipment. A responsible adult sponsor MUST supervise children's groups.**

**I have received a copy of the Meeting Room Policy and understand and will comply with all its regulations. I understand that this room cannot be used to sell goods or services.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Group Representative Date

For Staff Use Only:

Reservation taken by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

🞏 Added to Calendar Res 1 payment am’t: \_\_\_\_\_\_ Rec’d by: \_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_

Res 2 payment am’t: \_\_\_\_\_\_ Rec’d by: \_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_

Res 3 payment am’t: \_\_\_\_\_\_ Rec’d by: \_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_