

LIBRARY MEETING ROOM RESERVATION REQUEST FORM

In accordance with Library Board policy, **requests to use Library meeting room space must be submitted** on this form to the Library Administration Office **at least five days before** the proposed meeting. **Rooms may not be reserved more than six months in advance.** This form must be signed by the organization's **Liaison** who is at least 18 years old and is expected to attend each meeting and assume responsibility for any function that includes participants under the age of 18. The Liaison as well as the organization, shall be held responsible for damage to Library property. Meetings and other functions must be open and free of charge to the general public.

- NOT-FOR-PROFIT ORGANIZATIONS: NO FEE CHARGED** **BUSINESSES: \$20.00 PER HOUR OF ROOM USE**
 Meeting Room Policies Attached **LARGE MEETING ROOM** **STORYTIME ROOM**

The Organization's Liaison Must Complete and Sign the Section Below:

Name of Organization: _____

Date(s) of Meeting/Function: _____ Time: _____ To: _____
(Meetings must be held during regular Library hours and rooms must be cleared at least 10 minutes before closing)

Number of People Expected: _____ Nature or Purpose of Meeting/Function: _____

Do you plan to serve refreshments and/or use the Library's kitchen facilities? _____
(Use of the Library's stove, ovens, and sink are allowed. All coffee pots and coffee/tea supplies must be brought in by the organization. All supplies in the Library's Kitchen are not for public use.)

Please check off items you will need for your meeting/program. Podium Slide Projector
 Microphone Screen VCR Easel Dry Erase Board Overhead Projector

Number of Chairs needed: _____ Number of Tables: _____ Any other Needs: _____
Describe or draw a picture of the type of set-up you need:

The library posts the following notice in conjunction with the published schedule of meetings to be held in the library by organizations such as yours. The organization is responsible for including a similar notice regarding the need for a special accommodation with any publicity it releases for a meeting it will hold in the library.

"Activities held in the library are subject to the requirements of the American with Disabilities Act (ADA). Organizations must comply with applicable ADA requirements when using library meeting rooms, and are responsible for providing, and if necessary paying for, qualified interpreters or auxiliary aids requested in order to accommodate any person(s) in accordance with such requirements. Any person who will require such an accommodation is requested to notify both the organization and the library's administration office as promptly as possible."

I agree to all conditions as set by the library's policy on meeting room usage and as stated above.

Signature of Liaison _____ _____
Please Print the above name Phone Number(s) Date

(over)

