Request to Reserve the Lower-Level Meeting Room and/or Auditorium

If you wish to reserve the Lower-Level Meeting Room and/or Auditorium, please complete this form and return it to the Library Administration office. You will be advised as to whether your request has been approved as soon as possible.

Name of Organization/Patron: __________________________________________

Liaison Name: __________________________________________ Phone: __________________________

Address of Liaison: __________________________________________ Phone: __________________________

Meeting date: ____________ Start Time: ____________ End Time: __________________________

*All meetings must end at least 15 minutes before Library closing time.

Type of Activity: __________________________________________

It is agreed attendance is open to the public? ____________

Reserve:
   □ Auditorium (seats 87): $100.00 for 2 hours
   □ Meeting Room (seats up to 40): $100.00 for 2 hours
   □ Both Rooms: $150.00 for 2 hours
   □ Extra Time at $50.00 per hour
       □ Amount of extra time requested (billed hourly): __________________________

Please note that the amount of time requested includes your set-up time.

Equipment Available (no extra charge):
   □ Podium
   □ Wired microphone
   □ Wireless microphone
   □ Projection screen
   □ Apple TV
   □ Windows computer
   □ Conference system webcam with microphone
   □ Blu ray/DVD player

I have read and agree to comply with the "Policy and Regulations for Community Use of the Lower-Level Meeting Room/Auditorium."
(see attached document)

Signature of person reserving room: __________________________ Date: __________________________

Library Executive Director: __________________________ Date: __________________________

Revised February 13, 2007
Revised November 9, 2021