

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: _____