

## Meeting Room / D.L.L. Reservation Request

Group/Organization \_\_\_\_\_

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

Title or purpose of event: \_\_\_\_\_

Date of event: \_\_\_\_\_ Time: \_\_\_\_\_ (a.m./p.m.) to \_\_\_\_\_ (a.m./p.m)

***Programs may not begin prior to 9:00 a.m. and must end no later than 8:30 p.m. Monday through Thursday. Programs held on Friday or Saturday must end no later than 5:30 p.m. Set-up and clean up times must be accounted for in the time frames listed above. You cannot schedule consecutive meetings. Once your meeting has concluded you can schedule the next meeting. You are allowed up to 4 meetings per year.***

A copy of your organization's 501(c)3 statement issued by the IRS must be included with your application or on file.

Room Request: DLL (30 persons max) \_\_\_\_\_ Community Room (200 persons max) \_\_\_\_\_

Estimated number of Attendees \_\_\_\_\_

Please Check Equipment Requested:	Yes	No
LCD Projector <b>(Meeting room only)</b>		
Screen		
Microphones <b>(Meeting room only)</b>		
DVD / CD player <b>(Meeting room only)</b>		

**Groups are required to bring any and all supplies not listed above, including lap top computers, remote, adaptors, cords and extension cords. Apple devices such as Mac computers are not always compatible with library's system. Items, such as decorations, signs, banners, etc., may not be attached to the walls, doors or windows. Library personnel are not able to provide AV support through the duration of your program.**

(The Piano is for Library use only.)

I have received a copy of the meeting room policy. Initials \_\_\_\_\_

I have read and agree to all the conditions stated in the meeting room policy.

\_\_\_\_\_  
Signature of person responsible for request \_\_\_\_\_ Date

### Staff Use Only

501(c) 3 rec'd or on file? Y___ or N___	Check Rcv'd or on file? Y___ N___		Check #
Cancellation Date: ___/___/___	Check Rtnd? Y___ N___	No Show:	Staff initials:
Cancelled by:		Reason:	