

Room 201 = 60 People  
Room 202 = 30 People

## Meeting Room Reservation Form

Date of Meeting: \_\_\_\_\_ Hours: From \_\_\_\_\_ To \_\_\_\_\_

Room Choice: Meeting Room 201 \_\_\_\_\_ Meeting Room 202 \_\_\_\_\_

Name of the Organization: \_\_\_\_\_  
\_\_\_\_\_

Purpose / Function of Group: \_\_\_\_\_

Equipment Needed: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ Library Card Number: \_\_\_\_\_

Fees:	Not for Profit	For-Profit
Meeting Room	\$15.00 _____	\$50.00 _____
Light Refreshment	\$15.00 _____	\$15.00 _____
Food	\$25.00 _____	\$25.00 _____

Do not publicize or distribute information regarding your meeting until you receive confirmation from the library. Confirmation will be sent via email or by phone three (3) business days after submitting the completed Meeting Room Application and the Room Reservation form.

I have read the policy for the use of the meeting room and agree to comply with its provision. I accept full responsibility for leaving Library facilities in a clean and orderly condition, and for reimbursing the Library for any damage caused by the above mentioned groups.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***DO NOT WRITE BELOW THIS LINE***

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DATE OF THE RESERVATION RECEIVED: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_

CONFIRMATION DATE: \_\_\_\_\_ DENIED BY: \_\_\_\_\_

REASON FOR DENIAL: \_\_\_\_\_

TOTAL FEES PAID: \_\_\_\_\_ TOTAL NUMBER OF MEETING PARTICIPANTS \_\_\_\_\_

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