

## Meeting Room Use Agreement

I have read the meeting room policy and regulations governing the use of the meeting rooms and I agree to take responsibility for full compliance with these policies and regulations. I understand that failure to do so may prevent future use of the meeting room. The Library will make every effort to accommodate terms of request; however, I understand that the Library's use of the meeting rooms is given first priority, and, occasionally, the library might ask the requestor to reschedule.

Name of the Organizational Group: \_\_\_\_\_

Date(s) of the Event: \_\_\_\_\_

Beginning Time: \_\_\_\_\_ am/pm    Ending Time: \_\_\_\_\_ am/pm    Estimated Attendance: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

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

Address (Street): \_\_\_\_\_

(City): \_\_\_\_\_ (zip code) \_\_\_\_\_

Phone (Day): \_\_\_\_\_ (Evening) \_\_\_\_\_

Please check special equipment needed:

Kitchenette: \_\_\_\_\_ Slide projector: \_\_\_\_\_ Laptop computer with internet access: \_\_\_\_\_ Television: \_\_\_\_\_ Slide screen: \_\_\_\_\_  
Overhead Projector: \_\_\_\_\_ Multimedia projector: \_\_\_\_\_ VCR: \_\_\_\_\_ CD/Cassette Player: \_\_\_\_\_

\* Library staff will not be available to assist with or run any equipment so the organization must provide a qualified operator and assume financial responsibility for damage to or replacement of equipment.

Please check desired room:

Half Meeting Room (Maximum 80) \_\_\_\_\_ Full Meeting Room (Maximum 160) \_\_\_\_\_

Conference Room (Maximum 8) \_\_\_\_\_ Children's Room (Maximum 60) \_\_\_\_\_

Requestor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Library Staff Taking Reservation: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Library Contact Person:

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