ORGANIZATION/APPLICANT INFORMATION

Applicant Name:  
Organization Name, if any:  
Phone Number: Fax Number:   
Email:   
Website:  
Address:

EVENT INFORMATION

Programs and events must be during Library hours and all attendees must exit the meeting space 15 minutes before closing.  
Set-up and clean-up time must be included in reserved time.  
Library Hours: 10am-8pm Monday-Thursday 10am-5pm Friday & Saturday

Date Requested:   
Setup Time (optional):   
Start Time:   
End Time:

Topic or nature of meeting space use:   
  
Meeting Space preference, if any: [ ] Boardroom [ ] Literacy Classroom [ ] Meeting Spaces A/B  
Preferred seating setup, if any: [ ] Lecture (chairs facing front) [ ]Roundtable   
 [ ]Other:

Is A/V equipment required? [ ]Yes [ ]No  
Equipment available: Projector (Apple TV, iPad); 65” monitor (Windows 10 PC)

A/V equipment tutorial (optional)  
Preferred date: Preferred time:

Will refreshments be served? [ ]Yes [ ]No  
Anticipated number of attendees:

[ ] I have submitted a signed copy of the library’s meeting space policy.

[ ] In requesting use of the library meeting room, I affirm that the information provided in this request is true and that I have read the Policy Statement of the Library Board with regard to the use of the meeting room. I affirm that our organization is eligible and that we will accept all provisions of the policy.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Meeting Space Information  All spaces are on our Community Floor, on the lower level of the library  All areas have access to the library WiFi | | |
| Literacy Classroom  Seats 15-20 6 rectangular tables Whiteboard Divider available by request Bring your own A/V equipment | Meeting Spaces A and B  Can be reserved together for one large space or individually  Seat 100+ (50 in each half)  Open space  Dividers available  Tables available  Dual projectors with Apple TV, controlled by iPad  Setup can be customized in many ways, including:   * Auditorium Style (chairs facing front, with or without tables at front of room) * Roundtable (with or without tables) * Grouped tables and/or chairs | Boardroom  Seats 12  Roundtable setup  Conference phone call and video call capabilities  Windows 10 PC and monitor  Whiteboard  Enclosed space |
| Meeting Space Policies Please see Meeting Space Policy for more information   * No sales, solicitation of donations or admission fees * All meetings are open to the public * Instructions given by library staff must be followed at all times * Applicants are responsible for cleaning up   + A $25 cleaning fee will be assessed if the space is not left clean * The library does not provide advertising for outside programs * All publicity must clearly identify the program sponsor and provide contact information | | |