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 InformationAll spaces are on our Community Floor, on the lower level of the libraryAll areas have access to the library WiFi |
| Literacy ClassroomSeats 15-206 rectangular tablesWhiteboardDivider available by requestBring your own A/V equipment | Meeting Spaces A and BCan be reserved together for one large space or individuallySeat 100+ (50 in each half)Open spaceDividers availableTables availableDual projectors with Apple TV, controlled by iPadSetup 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
 | BoardroomSeats 12Roundtable setupConference phone call and video call capabilitiesWindows 10 PC and monitorWhiteboardEnclosed space |
| Meeting Space PoliciesPlease 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
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