



## Meeting Room Reservation

Staff Initials \_\_\_\_\_ Date \_\_\_\_\_

Reservation Date(s): \_\_\_\_\_  
(Reservations cannot exceed 72 hours)

Setup time: From \_\_\_\_\_ to \_\_\_\_\_

Event time: From \_\_\_\_\_ to \_\_\_\_\_

Clean-up: From \_\_\_\_\_ to \_\_\_\_\_

Total Fee Due: \_\_\_\_\_ Due by: \_\_\_\_\_

### Room Reserved:

Lovatt Room     Board Room     Western History     Other

Name of organization, if applicable: \_\_\_\_\_

Name of event: \_\_\_\_\_  
(This is how your event will be listed on the meeting room marquee.)

Requests require minimum of two weeks' notice (subject to availability):

Stage     Round Tables

AV and Internet Requirements: \_\_\_\_\_

**\*\*If AV equipment (mics, HDMI, play movie) is needed, patron is responsible for arranging a time to review AV use prior to the day of the event with a library staff member\*\***

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

Daytime phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **Payment info:**

**Amount due:** \_\_\_\_\_ **Date Paid?** \_\_\_\_\_ **Receipt #:** \_\_\_\_\_ **Staff Initials:** \_\_\_\_\_

### Meeting Room Fees:

- Fees will be charged for room use except to government entities, non-profit organizations and community groups, unless they are using the meeting rooms for fundraising purposes.
- Fees are calculated at \$10 per hour, per room that is booked. The Lovatt Community Room is available for 24 hours for \$250, 48 hours for \$350 or 72 hours for \$450.
- Room fee must be paid within one week of reserving the room.
- Fee will be refunded if cancelled one month prior to the event. Refund will be available following the next meeting of the Library Board of Trustees.

**\*\*Please read the Meeting Room Use Policies on the reverse\*\***

I have read and understand the policies and fees, and take responsibility for this reservation.

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Printed Name

## Meeting Room Policies

1. Rooms are available starting at 6am and must be cleaned and vacated by 10pm unless the reservation is for 24 hours or longer.
2. A ***“Request for Permission to Serve Alcohol”*** must be completed and notarized prior to the event if alcohol will be served.
3. The meeting room must be cleaned and vacated by the end of your reservation. Cleaning includes: sweeping the floor, cleaning up spills, wiping down the counters and sink and emptying trash cans. (Dumpster is located in east parking lot behind the fire hall.)
4. Patrons reserving the room for events that begin or end when the library is closed must pick up a key and alarm code prior to their event.
5. After hours responsibilities: Ensure doors and windows are locked. Turn off lights. Activate the alarm and depart from the Mill Street entrance after ensuring everyone else has left the building.
6. Patrons are responsible for setting up and taking down chairs and tables.
7. Nothing shall be posted, taped, nailed, screwed or otherwise attached to the walls, floors, or other parts of the building or its furnishings.
8. Artwork must remain in place.
9. All entrances and hallways must remain open, unobstructed and available for use by other patrons.
10. These are public meeting spaces and audio visual systems are basic/limited. Please make arrangements to test your equipment (laptop, dvd, etc) prior to the start of your event.
11. Library staff are available for a tech walk thru prior to the event but do not serve as sound or lightening technicians. Staff members are not available when the library is closed.
12. **Please be sure whomever is setting up and/or cleaning up for the event understands these policies.**