

Tecumseh District Library Application for Use of a Meeting Room

Reservation Date

Including Set-up and Take-Down Start time: _____ am/pm End time: _____ am/pm

Actual Event Time: Start time: _____ am/pm End time: _____ am/pm

Approximate number of attendees: _____

Available Facilities:

_____ Meeting Room A.1 – The occupancy limit is 35 people seated with tables and chairs or 45 seated in chairs only.

_____ Meeting Room A.2 – The occupancy limit is 35 people seated with tables and chairs or 45 seated in chairs only.

_____ Meeting Room B – The occupancy limit is 50 people.

Please read and initial:

_____ I would like to use the projector.

_____ I understand how to use the technology in the room.

_____ I understand there is no one on staff to assist with the technology.

_____ I understand I am responsible for the condition of the room.

_____ I understand that all tables and chairs have to be put away and that everybody needs to leave the room 15 minutes prior to closing time.

_____ I received and read a copy of the *Use of the Meeting Room Guidelines*.

Purpose of use: _____

Name of organization: _____

Name of Responsible Person: _____

Address: _____ Telephone Number: _____

By signing this form, the applicant acknowledges that he/she has read the ***Use of the Meeting Room Guidelines*** and agrees on behalf of the above named organization to conform to all rules, regulations, and responsibilities as referred to in the ***Guidelines***.

Signature

Date

Organization is: _____ Non-Profit
_____ Profit Fee paid _____ Check # _____ Cash _____ Date _____

Approved by: _____

Date: _____

Cancellation Date: _____ By whom: _____

Fee Refunded Date: _____ By whom: _____