

Staff Use Only

Received by: \_\_\_\_\_

Date confirmed: \_\_\_\_\_

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Meeting Space Request Form  
Granville Public Library

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Community & Meeting Room Availability

Library Hours:

Monday-Thursday 9am-8pm

Friday and Saturday 9am-6pm

Sunday 1pm-5pm

- Community Room: large, attractive meeting space with space for 48-50 people at tables and 50 chairs available for theater style seating. Audio visual equipment and other amenities are also available (see below for listing).
- Learning Lab: A modern classroom-type room with projection and monitor for 12 attendees

Event/Organization Information

Date of event: \_\_\_\_\_

Event time: \_\_\_\_\_

please include time for set up and clean up

Name of organization/event: \_\_\_\_\_

Name of applicant: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Purpose of meeting/event: \_\_\_\_\_

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Equipment/amenities needed for meeting/event

Please check all that apply

Community Room only

- Computer w/ PowerPoint (connected to projector)
- Digital projector
- Dry erase board
- DVD player
- Hand-held microphone & sound system
- Internet access
- Podium
- Small catering kitchen w/ microwave & coffee maker (no utensils, coffee, etc. provided)

Please read and sign.

### Meeting Space Agreement

Prior to signing this agreement, I have read and fully understand the Library's Meeting Space Policy. By signing this agreement, I consent to returning Library facilities to a clean and orderly condition at the end of my (or my group's) meetings and events. I also understand that my signature on this form indicates my financial responsibility for any costs related to the repair and/or replacement of Library property that may become necessary as a direct result of the activities occurring at these same meetings and events.

Completion and submission of this form constitutes a request to use a meeting space. I understand that this does not automatically assure its availability and/or use.

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

Date: \_\_\_\_\_

\*You will be contacted using the information provided to confirm your meeting/event.