

Staff Use Only

Received by: _____

Date confirmed: _____

Meeting Space Request Form
Granville Public Library

Meeting Space Availability

Monday – Thursday: 9am to 9pm

Today's date: _____

Friday & Saturday: 9am to 6pm

Room requested:

- Community Room: large, attractive meeting space with space for 48-50 people at tables and 100 chairs available for theater style seating. Audio visual equipment and other amenities are also available (see below for listing).
- Meeting Room A: smaller room appropriate for meetings of 20-30 people.
- Learning Lab: glass-walled meeting space with classroom-style seating for nine people as well as room for presenters. Table tops are equipped with data and power outlets, and a 50" television and device ports (VGA and HDMI) are available at the front of the room for multimedia presentations.

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: _____

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
- Flat screen television w/ laptop hookup
- 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.