

Presque Isle District Library Conference Room & Equipment Usage Request Form

- Avery Johnson Room** (small room) Deposit Amount: _____*
(Maximum capacity 15)
- Constance Jordan Room** (large room) Deposit Amount: _____*
(Maximum capacity 50)
- Banner Room (Grand Lake library)** Deposit Amount: _____*
(Maximum capacity 35)

All government organizations, commercial, for-profit organizations and "special occasions" must pay a \$150 refundable deposit. The deposit will be retained by Presque Isle District Library for any repair of facilities or special cleaning after use. See Conference Room Policy.

Dates Requested: _____, _____, _____, _____, _____

Times Requested: _____, _____, _____, _____, _____

Name of Organization/Business: _____

Non-Profit: Private Business: Other Organization:

Person in Charge: _____ Telephone: _____

Address: _____

Anticipated Attendance _____ (Please be sure to fill out an attendance sheet found in either meeting room on the day of the event)

- Plug-in for Equipment needed**
- Do not have any equipment needs**
- Library Equipment Needed (Check all that apply below)**

*Charge may be assessed for special equipment-please arrange ahead-all payments to be made at time of meeting or before, unless prior payment arrangements have been made.

- ____ Kitchen Facilities _____ Smart Board*(Training required)
- ____ Coffee Pots _____ DVD Player
- ____ LCD Projector _____ Laptop or Computer Equipment*
- ____ Microphone and Speakers _____ Supplies*

All meeting room usage and policies apply. I have read attached meeting room usage rules and agree to be responsible for repair or replacement of any damaged or lost equipment incurred during use of the above-mentioned room. I also understand that prior permission must be obtained before using any library equipment.

By: _____ Date: _____

Signature of Responsible Party/Organization Represented