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)

☐ Purol Room (Posen library)  Deposit Amount: ____________ *
   (Maximum capacity 20)

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