

Presque Isle District Library Conference Room & Equipment Usage Request Form

- | | | |
|--------------------------|--|------------------------|
| <input type="checkbox"/> | Avery Johnson Room (small room)
(Maximum capacity 15) | Deposit Amount: _____* |
| <input type="checkbox"/> | Constance Jordan Room (large room)
(Maximum capacity 50) | Deposit Amount: _____* |
| <input type="checkbox"/> | Banner Room (Grand Lake library)
(Maximum capacity 35) | Deposit Amount: _____* |
| <input type="checkbox"/> | Purol Room (Posen library)
(Maximum capacity 20) | Deposit Amount: _____* |

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)

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Plug-in for Equipment needed |
| <input type="checkbox"/> | Do not have any equipment needs |
| <input type="checkbox"/> | 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