

ROOM REQUEST FORM -- TOWNSEND PUBLIC LIBRARY

Return to Library Staff Person

| |
|-------------------------|
| Office Use Only: |
| Received by _____ |
| Date _____ |
| Time _____ |

This form is intended for room use during regular library hours only. Rooms may be used only upon the approval of an authorized Townsend Public Library staff member. Not all rooms in the main library facility are available for public use.

***No private parties will be authorized.
A separate form must be submitted for each date of use.***

| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|--|----------|--------------|--------------|--------------|--------------|----------|----------|
| Avail. Hours | No hours | 10:30a-8:30p | 10:30a-8:30p | 10:30a-8:30p | 10:30a-4:30p | No hours | No hours |
| Write requested hours in this section → | X | | | | | X | X |
| DATE OF EVENT | | | | | | | |

Name of individual responsible for request: _____

Contact – Phone: _____ Email: _____

Name of organization (if applicable): _____

Number of people attending (approximate if needed): _____

Purpose of meeting: _____

ROOM PREFERENCE – Not Guaranteed

- | | | |
|---|---|--|
| <input type="checkbox"/> Meeting Hall – large (A) | <input type="checkbox"/> Both Meeting Hall sections | <input type="checkbox"/> Storytime Room |
| <input type="checkbox"/> Meeting Hall – small (B) | | <input type="checkbox"/> Trustee Conference Room |

OTHER REQUESTS

No Kitchen use permitted

☐ Tables # _____ ☐ Chairs # _____ You are responsible for set-up and clean-up

A/V EQUIPMENT

Use of any A/V equipment **MUST BE SPECIFICALLY REQUESTED** here.

● **Technical assistance is not available at all times.**

- | | | | | |
|--------------------------------------|---|---|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Projector | <input type="checkbox"/> DVD/Blu-ray Player | Will you be using a laptop? | <input type="checkbox"/> Mac/Apple* | <input type="checkbox"/> Windows/PC |
| <input type="checkbox"/> Screen Only | <input type="checkbox"/> Mic/Audio | *You must have a VGA adaptor dongle to connect a Mac to the projector | | |

● **Library is not responsible for technical malfunctions.**

LIBRARY STAFF USE ONLY (put initials next to all steps taken)

___ Approved ___ Applicant notified ___ Entered into EventKeeper – date _____

___ Denied ___ Applicant notified – date _____

___ A/V use approved – **name of staff person who will oversee** _____

Name of room reserved: _____