



## MEETING ROOM USE AGREEMENT

**Please read the following items, and your signature below will indicate your understanding and acceptance of these policies.**

- Meeting rooms are not set up by library staff. You are responsible for your own setup.
- If your meeting is scheduled for three or more hours, and you have more than 10 people in your group, notify attendees to use the city parking lot kitty-corner to the library if they are physically able to do so.
- Contact the Gallery Café at 815-233-3000 for any food or refreshments. The Café requires at least one week's notice for catering.
- The library opens at 9:00 a.m. Setting up or beginning before 9:00 a.m. requires prior approval.
- The library closes at 8:00 p.m.
- There is no charge for using our meeting rooms. Donations from for-profit organizations are appreciated.

**SIGNED (Responsible Party)** \_\_\_\_\_ **DATE** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Room Name:** \_\_\_\_\_ A \_\_\_\_\_ B \_\_\_\_\_ A&B \_\_\_\_\_ Study Room B \_\_\_\_\_ YS Programming

**Reservation Start Time:** \_\_\_\_\_ **Meeting Start Time:** \_\_\_\_\_

**Meeting End Time:** \_\_\_\_\_ **Reservation End Time:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Purpose/Objective:** \_\_\_\_\_

**Number of Attendees:** \_\_\_\_\_

**PLEASE INDICATE ITEMS NEEDED:**

*Tables, chairs and a screen are in both Meeting Rooms A & B, please indicate what other equipment you will be needing for your meeting.*

Podium \_\_\_\_\_ Laptop/Projector \_\_\_\_\_ TV/DVD \_\_\_\_\_ Whiteboard/Flip Chart \_\_\_\_\_

***Thank you for using the Freeport Public Library.***