



FAIRFIELD COUNTY BOARD OF COMMISSIONERS  
210 E. MAIN STREET, ROOM 301  
LANCASTER, OHIO 43130  
PHONE: (740) 652-7090/FAX: (740) 687-6048



LIBERTY CENTER MEETING ROOM RESERVATION FORM  
FOR COUNTY DEPARTMENTS

**BEFORE FILLING OUT THE FORM, PLEASE CONTACT OUR OFFICE TO MAKE SURE THE SPACE IS AVAILABLE**

NAME: \_\_\_\_\_ MEETING DATE: \_\_\_\_\_

MEETING TIME: FROM \_\_\_\_\_ AM/PM TO \_\_\_\_\_ AM/PM

DEPARTMENT: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ # OF PEOPLE ATTENDING: \_\_\_\_\_

TYPE OF MEETING/FUNCTION: \_\_\_\_\_

# OF ROUND TABLES \_\_\_\_\_ (Seats 8 per table, max. of 30 tables)

# OF RECTANGULAR TABLES \_\_\_\_\_ (Seats 10 per table, max. of 20 tables)

# OF CHAIRS \_\_\_\_\_ (maximum available = 180)

**Contact Adam Barker @ 740-808-1546 for set up questions**

Please review the rest of this form for further details.

**The Fairfield County Board of Commissioners reserves the right to deny the use of the facility or to cancel or reschedule an event or activity if the facility is needed for County business. All departments using the facility must give the Board of Commissioners notice of cancellation 24 hours prior to the event by calling 740-652-7090.**

**PLEASE BE AWARE THAT DURING BUSINESS HOURS OFFICES IN THE BUILDING ARE SERVING THE PUBLIC AND YOU MUST CONDUCT YOUR FUNCTION IN A MANNER RESPECTFUL OF PUBLIC OPERATIONS.**

Signature (person in charge of activity) \_\_\_\_\_ Date: \_\_\_\_\_

Signature (Commissioners' Office Staff) \_\_\_\_\_ Date: \_\_\_\_\_

### **Kitchen Guidelines**

1. Various kitchen items/utensils are available for use and are to be washed and properly stored.
2. An icemaker is available for your use; lid should be closed after use.
3. *Guidelines for Kitchen Use* are posted and must be followed. Should you/your group not follow the established guidelines, you may forfeit future use of these facilities.
4. Clean up of the kitchen and room is the responsibility of the user. Cleaning supplies are provided in marked kitchen cabinets.

### **Miscellaneous Guidelines**

1. The Meeting Room must be cleaned up by our janitorial staff after use. All trash must be placed in proper receptacles; trash bags are provided. Turn off lights and close door to room being used.
2. All electrical items used (i.e., VCR, TV, Overhead Projector) must be turned off before leaving the premises.
3. The only restrooms available for use are located near the front entrance (please see attached floor plan). Do not use any other restrooms located elsewhere in the building.

If the department needs tables and chairs set up, please draw the desired room set up on the Liberty Center floor plan and contact Adam Barker @ 740-808-1546 for questions regarding the room.