

# ROCKY RIVER PUBLIC LIBRARY MEETING ROOM AGREEMENT

**Library Hours:** Monday-Thursday: 9:00 am-9:00 pm Friday-Saturday 9:00 am-6:00 pm.  
 Sunday (during the school year) 1:00 pm-5:00 pm

Organization name: \_\_\_\_\_  
 Meeting Purpose/ Type: \_\_\_\_\_  
 Application Date: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Specify exact days and hours for which reservation is requested. Include your set-up time if needed. RRPL reserves the right to reassign spaces, as necessary. The period of this agreement is September 1, 2011 through August 31, 2012. **Signing below indicates that the Meeting Room Policy is understood, will be adhered to, and that the guidelines for use will be conveyed to your membership/attendees. Rooms must be vacated 15 minutes before closing. An attendance card will be at the Greeter's Desk for your meeting(s). Please record your attendance each time you meet. See set-up options on the back of this form and circle one.**

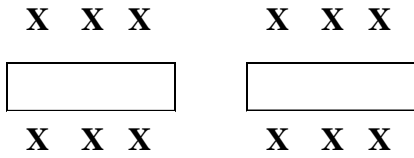
Month	Date	Meeting Start / End Time	Set-up Time	Room Request Maximum Occupancy Community Room - 35 max. Auditorium - 80 max.	Equipment Requested (check item)	Check
Sept.					TV/VCR/DVD	
Oct.					Podium	
Nov.					Microphone	
Dec.					Extension Cord	
Jan.					LED Projector	
Feb.					Screen	
March					Easel with Dry Erase Board	
April					Overhead Projector	
May					Hot Water Pot	
June					Coffee Pot	
July					<b>Number of Tables:</b>	
Aug.					<b>Number of Chairs:</b>	

**Signature of Applicant:** \_\_\_\_\_  
**Print Name:** \_\_\_\_\_  
**Office Held:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Telephone Home:** \_\_\_\_\_ **Work:** \_\_\_\_\_ **Email:** \_\_\_\_\_

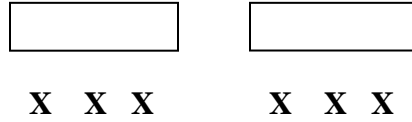
For Office Use Only \_\_\_\_\_

**Approved By:**

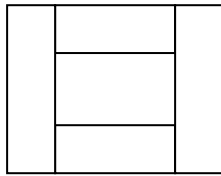
Name \_\_\_\_\_ Title \_\_\_\_\_  
 Date \_\_\_\_\_ Time Received \_\_\_\_\_  
 Confirmation Sent \_\_\_\_\_ Date sent \_\_\_\_\_



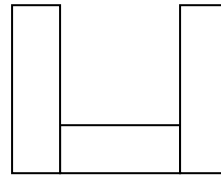
*Classroom Style*



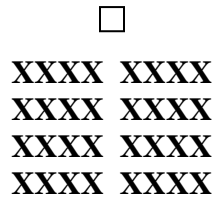
*Workshop Style*



*Open Square*

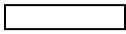


*Horseshoe*



*Theatre*

**Choose preferred set-up and circle it.**

X= Chairs     = Tables

Special Instructions:

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