

Milanof-Schock Library Meeting Room Reservation Form

Date: _____

501(c)3

Organization: _____ Non-Profit? _____ Yes _____ No

Purpose & Mission: _____

Mission: _____

Address: _____

Primary Contact: _____ Title: _____

E-Mail Address: _____ Phone: _____

Nature of Event: _____

Event Date: _____ Start Time: _____ Duration (in hours)*: _____

of Attendees: _____

Select	Room or Service w/ Sample Seating Layout and Capacities	Non Profit Org. per hour*	For Profit Org. per hour*	# of Hours	Total Charges
	Engle Room Large <ul style="list-style-type: none"> • 80 – Theater seating; no tables • 60 – Theater seating; tables front & back • 28 – School setting; 2 chairs each at 14 tables 	\$20	\$30		
	Engle Room Medium <ul style="list-style-type: none"> • 40 – Theater seating; no tables • 20 – Theater seating; tables front & back • 12 – School setting; 2 chairs each at 6 tables 	\$15	\$25		
	Engle Room Small** <ul style="list-style-type: none"> • 26 – Theater seating; no tables • 16 – Theater seating; tables front and back • 8 – School setting; 2 chairs each at 4 tables 	\$12	\$20		
	Grissinger Board Room** <ul style="list-style-type: none"> • Up to 10 at large table. 	\$15	\$25		
	Kitchen	\$10	\$15		
	Overtime Fee (extra)	\$30/hr.	\$30/hr.		
	Photocopies	\$.20/pg.	\$.20/pg.		

Responsible Individual's Signature: _____

*Minimum 2 hours required.

**No audio / visual equipment available.

Room Set-up and Equipment Needs

Please use the table below to tell us what furnishing you need.

Before leaving, you are required to tidy the space, and ensure that it is free from trash or other debris. Any food or drink debris must be cleaned up and removed. Any room not returned satisfactorily to clean condition will incur a \$25 cleanup fee. Please notify the circulation desk staff or Operations Coordinator when you leave.

EQUIPMENT	QUANTITY
Chairs	
Tables	
Podium	
Computer	
Projector/screen	
PA system	
DVD player	
Floor covering	
Other:	

FOR LIBRARY USE

Entered on Calendar

Fee Received Date:

Approved: _____ Date: _____

Comments: