

SOUTH BRANCH MEETING ROOM REQUEST FORM
Kokomo-Howard County Public Library
Use one form for each meeting date. Copy form as needed

Today's Date: _____

Group Name: _____

Contact Person: _____

Day Phone: _____ Evening Phone: _____

Date of Meeting: _____ Time: _____ - _____ AM/PM

ROOM REQUESTED (If specific room is requested place "R" by the room)

A/Tulip Room____
(15 @ T&C OR 25 chairs only)

B/C Peony/Cardinal____
(60 @ T&C OR 100 chairs only)

B/Peony Room____
(30 @ T&C OR 50 chairs only)

Group Study A____
(4 @ T&C - 8 chairs)

C/Cardinal Room____
(30 @ T&C OR 50 chairs only)

Group Study B____
(8 @ T&C)

Kitchenette____

DETAILS FOR SET UP:

How many people: _____ Tables and Chairs____ Chairs Only____
U shape (chairs on 1 side) _____ Rows (chairs on both sides) _____ Square____
Classroom Style (all facing front) _____ Scattered____
Head Table____ How many @ Head Table____ Head Table w/Podium no chairs____
Purpose and Location of Extra Tables_____

EQUIPMENT REQUESTED:

TV/VCR/DVD____ Overhead Projector____ Projector for Laptop____ Projector & Laptop____
Dry Erase/Chalk Board____ Free Standing Podium____ Tabletop Lectern____
Coffee Pot - 42 cup____ Coffee Pot - 10 cup____ Punch Bowl____
Other: _____

- ____ Groups are required to abide by the rules governing the use of the library and of the meeting rooms..
- ____ Library equipment and furnishings, including tables, must be protected from damage by glue, paint, heat, etc.
Replacement cost for the tables is \$245.00.
- ____ Food is allowed ONLY in the meeting rooms.
- ____ Red Beverages are not allowed in the meeting rooms.
- ____ The room must be left as it was found.
- ____ Candles may be used for decoration, but may not be lit.
- ____ Litter must be bagged tied and placed next to the trash receptacle. Extra bags are available if needed.

My signature below signifies I accept responsibility and agree to pay the library for any damages to the room and/or equipment, which may occur during use of the meeting rooms.

Signature of person taking responsibility for the room.

Room inspected and locked by: (Initials)_____

