

**Lester Public Library of Rome
Community Room Reservation Form**

Meeting Date(s) _____

Meeting Start Time (allow for set-up) _____ End Time (allow for clean-up) _____

Name of Group or Organization _____

Contact Person (Responsible Party) _____

Home/Cell Phone _____

Explain the Purpose of the Meeting:

The following equipment is available in the Community Room. Please indicate if you need to use any:

- | | | | | |
|---------------------------------------|-------------------------------------|---------------------------------------|---|---------------------------------|
| <input type="checkbox"/> Coffee Maker | <input type="checkbox"/> Microwave | <input type="checkbox"/> Refrigerator | <input type="checkbox"/> Tables | <input type="checkbox"/> Chairs |
| <input type="checkbox"/> Screen | <input type="checkbox"/> Microphone | <input type="checkbox"/> Projector | <input type="checkbox"/> DVD/Blu-Ray Player | |

Expected Attendance (Capacity 88) Adults _____ Children _____ Total _____

The undersigned, on behalf of the above named group/organization, indicates that he/she has read and agrees to abide with the guidelines and procedures outlined in the Lester Public Library of Rome Community/Meeting Room Policy. The undersigned also assumes all responsibility for any damages to library facilities and equipment and any loss or damages to personal property. All meeting rooms must be left in the same condition as found. The undersigned will report any problems to library staff immediately. Failure to abide by the rules of the meeting room policy may disqualify the group/organization from future use of the meeting rooms. No admission or registration fees may be charged for people attending the group/organization's meeting. The Library is a No Smoking facility, and No alcohol is allowed in the building.

**I have read the policy for the use of the Lester Public Library of Rome Community Room
and agree to the terms and conditions described therein.**

Signature of Contact Person
Must be 18 years or older

Date

Staff Signature

Date