

Charge: _____ \$25.00
_____ \$50.00

Fremont Area District Library Meeting Room Reservation

(Please allow 30 minutes for set-up and 30 minutes for clean-up)

Date of Meeting: _____ Time: from _____ to _____

Room: Community Room Upper Level Conference Room (Mon—Fri 9:00 am—5:00 pm)

Meeting rooms MUST BE VACATED prior to library closing.

(Organizations will be charged \$25.00 each time staff is required to either open and/or close the library. A \$25 charge will also be added if groups have not vacated by library closing time.)

Name of Organization: _____

Contact Person: Name: _____
 Phone: _____
 Email: _____

First time user? _____ yes _____ no
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Nature and Purpose of Meeting: _____

Expected Attendance: _____

Please Check Items Needed:

_____ coffee pot _____ easel _____ DVD/Blu-ray player/TV _____ podium
 _____ handheld wireless microphone _____ laptop/TV/wireless mouse

NOTE: I understand library events take precedence and this reservation may be canceled or modified as needed. I understand that my organization is financially responsible for the repair of damage to rooms, furnishings, and the repair or replacement of any of the equipment listed above that is damaged or missing following this session. I also understand that my organization is responsible to clean up according to the attached checklist.

I hereby apply for use of the library's meeting room and agree to abide by meeting room policy listed on the library's website, and to give notice of cancellation within two working days prior to the meeting to the office of the Administrative Assistant.

Signature of agreement: _____

FOR OFFICE USE ONLY

Authorized By: _____

Special Instructions: _____

Staff Report:

Room was left in: () satisfactory condition () unsatisfactory condition

Explanation/initials: _____

Damaged Items: _____

Missing Items: _____

Approved: October 8, 2002

Effective: January 1, 2003

Modified: May 2, 2024

****Please fax this form to (231) 924-2355 or email to dbunce@fremontlibrary.net****

Meeting Room Checklist

- ◇ All trash should be deposited in the trash receptacle.
- ◇ Coffee maker should be clean and unplugged.
- ◇ Kitchen counter tops and kitchen sink should be clean.
- ◇ Remove all leftover food from kitchen.
- ◇ Clean up/vacuum food or other mess on floor.
- ◇ Remove all discs, flash drives, etc. from equipment.
- ◇ Television, laptop, DVD/Blu-Ray player, microphones and sound system should all be off.
- ◇ All lights in the meeting room should be off.
- ◇ Community Room exit door to parking lot should be securely locked.