



Milanof-Schock Library Meeting Room Reservation Form

Today's Date: _____

Organization: _____ 501(c)3 Non-Profit?* Yes No

Org. Purpose & Mission: _____

Nature of Event: _____

Address: _____

Primary Contact: _____ Title: _____

eMail Address: _____ Phone: _____

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

of Attendees: _____

	Room or Service w/ Seating Layouts and Capacities	Non Profit Organization*		For-Profit Organization		# of Hours** / Days	Total Charges
		Per Hour	Per Day	Per Hour	Per Day		
<input type="checkbox"/>	Engle Room Large - *TE <ul style="list-style-type: none"> • 75 – Theater seating; no tables • 60 – Theater seating; tables front & back • 24 – School setting; 2 chairs each at 12 tables 	\$35	\$200	\$50	\$300		
<input type="checkbox"/>	Engle Room Medium - *TE <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 	\$25	\$150	\$40	\$250		
<input type="checkbox"/>	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 	\$15	\$75	\$25	\$150		
	Overtime Fee (extra)	\$30/hr.		\$30/hr.			

Responsible Individual's Signature: _____

*If yes, you will need to provide a copy of your designation paperwork.

**Minimum 2 hours required. Remember to include set-up and teardown time in your total time.

***TE** – Denotes technology-equipped.

Room Set-up and Equipment Needs

Please use the table below to tell us what furnishing and room configuration you need. We will have the room laid out for you when you arrive.

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	
Room Configuration <i>Please pick one.</i>	<input type="checkbox"/> Theater; no tables <input type="checkbox"/> Theater; tables front and back <input type="checkbox"/> Classroom; tables w/ 2 chairs each
Other:	

FOR LIBRARY USE	
Approved	
Entered on Calendar	
Fee Received Date:	Date:
Comments:	