

**MISHAWAKA-PENN-HARRIS PUBLIC LIBRARY**

**MEETING ROOM RESERVATION FORM**

Name of Group Representative \_\_\_\_\_

Name of Business/Institution (if applicable) \_\_\_\_\_

MPHPL Library Card Number \_\_\_\_\_

Address \_\_\_\_\_

*(must reside in Penn or Harris township)*

Phone Number \_\_\_\_\_ Alternate Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

**MEETING INFORMATION**

Meeting Dates \_\_\_\_\_ Time(s) \_\_\_\_\_

Room \_\_\_\_\_ Group Size (range) \_\_\_\_\_

**ROOM SET-UP**

The meeting rooms are equipped with a standard number of tables and chairs. Groups are responsible for setting up the room as desired.

**RESERVING EQUIPMENT**

- Any audio-visual equipment must be booked separately at the branch where the meeting will take place.
- Bookable equipment:    Laptop            Presentation Clicker    Microphone

**TERMS OF ACCEPTANCE**

- Members attending a meeting must adhere to the Patron Code of Conduct, the Computer-Use Policy, and the Unattended and Disruptive Children Policy.
- The Library assumes no liability for any loss or damage that may result from use of the meeting room by the sponsoring group or attendees to a program.
- Each group using the meeting room takes full responsibility for any damages incurred resulting from its use. All damages will be charged to the group, and abuse of the facility will be cause for denying further usage to the group.
- Tape, command strips, putty, etc. are prohibited on library surfaces. Groups are not permitted to affix signs or materials on any doors, windows, walls, ceilings, furniture or other library surfaces. Mounted display rails are provided in the rooms for hanging signs.
- Refreshments and non-alcoholic beverages may be served in the meeting rooms.
- Beverages containing red, purple or orange dye are prohibited.
- No liquid glue, paint, sand or glitter are allowed in the meeting rooms.
- I have received and read the Mishawaka-Penn-Harris Public Library Meeting Room Policy (separate document) and agree to be bound by the terms.

**Staff Use Only**

Approved:    Yes \_\_\_\_\_    No \_\_\_\_\_    by \_\_\_\_\_    Date \_\_\_\_\_  
*(initials)*