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)