



CRDL
Veterans Memorial Library
301 South University Avenue
Mount Pleasant, MI 48858
Phone: 989.773.3242
Fax: 989.772.3280

REQUEST FOR USE OF MEETING ROOMS

Date of Request: _____

Date(s) of Event: _____

Starting Time of Event: _____ Ending Time of Event: _____ Probable Attendance: _____

Organization: _____

Purpose of Use: _____

ROOMS:

Please choose a room. Note that because of the high demand for rooms, the library reserves the right to change your room assignment as needed.

- Whole Community Room (70 people)
- Half Community Room (35 People)
- Founders Room (8-10 people)
- Library Annex Meeting Room (200 people)
- Study Room A (4 people)
- Computer Training Center (10 stations)
- Computer Page required (circle one); Yes No

WHAT EQUIPMENT WILL YOU NEED?

- | | |
|--|--|
| <input type="checkbox"/> White Board | <input type="checkbox"/> VCR |
| <input type="checkbox"/> Slide Projector | <input type="checkbox"/> Television |
| <input type="checkbox"/> Piano (Annex Room Only) | <input type="checkbox"/> DVD Player |
| <input type="checkbox"/> Overhead Projector | <input type="checkbox"/> LCD Projector |
| <input type="checkbox"/> Podium | <input type="checkbox"/> Tablet Computer |

- PLEASE NOTIFY STAFF WHEN DONE WITH EQUIPMENT -

Is your organization for profit or non-profit?

- For Profit (\$20/hour fee) Non-Profit

Contact Person: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

CRDL Library Card #: _____

My organization will be responsible for the repair or replacement of damage to the room, furniture, or equipment. We also agree to perform any necessary clean up. I understand that if a meeting extends beyond library hours, a fee of \$15 per half hour or any portion thereof will be charged to cover additional operating costs. The fee will be charged to all organizations, whether profit or non-profit. We will abide by the attached policy.

Signature: _____ Date: _____