



# Public Room Reservation Form Allegheny Highlands Regional Library (AHRL)

Room Reserved: \_\_\_\_\_ Community Room \_\_\_\_\_ Board Room \_\_\_\_\_ Computer Learning Lab

Note: No reservation is confirmed until this form has been returned to the Library, properly completed, and is approved and signed by the Library Director.

Name (Individual, Group, or Organization) \_\_\_\_\_

Purpose and Nature of Organization:

\_\_\_\_\_ Government \_\_\_\_\_ Charitable \_\_\_\_\_ Cultural \_\_\_\_\_ Educational

\_\_\_\_\_ Other (Please Specify) \_\_\_\_\_

Reason for Meeting: \_\_\_\_\_

Date(s) of Meeting/Event: \_\_\_\_\_ Starting Time: \_\_\_\_\_

Length of Meeting: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Will food or drinks be served: \_\_\_\_\_ No \_\_\_\_\_ Yes

Individuals, groups or organizations that operate on a "for profit" basis, charge a fee for services provided in a public meeting room, or charge admission to an event in a public meeting room will be charged a user fee of \$25 per hour for use of the Community Room or Computer Learning Lab, with a minimum charge of \$25, and \$10 per hour for use of the Board Room, with a minimum fee of \$10.

Total Fees to be Charged: No Fee \_\_\_\_\_ Fee of \$ \_\_\_\_\_

Deposit of \$ \_\_\_\_\_ toward fee of \_\_\_\_\_ \$ per hour

**\*\* Any necessary fees must be paid seventy-two (72) hours in advance. Failure to pay will result in cancellation of the reservation. \*\***

Person responsible for Room: (please print) \_\_\_\_\_

(Must be present fifteen minutes before scheduled start.)

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Use of the following multimedia equipment is requested:

\_\_\_\_\_ Computer \_\_\_\_\_ DVD/VCR \_\_\_\_\_ Screen/Projector \_\_\_\_\_ TV/DVD/VCR (cabinet)

*The undersigned acknowledges that they have read and received a copy of the Allegheny Highlands Regional Library Policy on Public Use of Library Space and agrees, personally if acting as an individual, otherwise on behalf of the group or organization requesting use, to adhere to all provisions of the A Policy on Public Use of Public Space.*

*I understand that if food or drinks are served, they must be consumed in the public meeting room and are not permitted in any other portion of the Library. I also understand that no food or drinks are permitted on or around the multimedia lectern or multimedia presentation equipment at any time.*

*The undersigned understands that they are responsible for restoring any space used, including bathrooms, to its original state immediately following the end of its use.*

*Additionally, the undersigned agrees, personally if acting as an individual, otherwise on behalf of the group or organization requesting use, to be responsible for reimbursement to the Library for any damage sustained to Library property and/or equipment during any use of Library premises and any cleaning costs incurred by the Library resulting from the use of the public meeting room.*

*The Library assumes no responsibility for any personal items or equipment used or left in the public meeting rooms before, during or after the meeting, whether left by the authorized user or by anyone who attends the meeting.*

*As a condition of use, any user of public meeting rooms in the Library shall agree to hold the Library harmless from any liability for any act or omission relating to use the of the public meeting rooms or any condition existing on the premises at the time of such use.*

Printed name of person accepting responsibility for the room: \_\_\_\_\_

Signature of person accepting responsibility for the room: \_\_\_\_\_

Date: \_\_\_\_\_

<u>For Staff Use</u>	
Reservation Confirmed: _____	Disapproved: _____
Signature of Library Director: _____	
Date: _____	
Total Fees Paid: _____	Date Paid: _____

**Public Use Room Checklist  
Allegheny Highlands Regional Library**

**Acknowledgement**

(to be signed by the person responsible for the room immediately prior to use)

**Community Room Furniture**

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>• 6 - 6' Tables</li><li>• 25 - Children's Chairs</li><li>• 1 - Portable Speaker's Podium</li></ul> | <ul style="list-style-type: none"><li>• 6 - Children's Tables</li><li>• 50 - Adult Chairs</li></ul> |
|--|---|

I acknowledge that the \_\_\_ Community Room \_\_\_ Board Room \_\_\_ Computer Learning Lab was clean and in good condition in all respects when I accepted responsibility for it and I understand that it must be restored to the same condition after use.

Name (Individual, Group, or Organization) \_\_\_\_\_

Date \_\_\_\_\_ Printed Name \_\_\_\_\_ Signature \_\_\_\_\_

**Checklist**

(to be complete by Library staff at conclusion of use)

1. Tables and chairs arranged properly/taken down and stored properly: Yes \_\_\_\_\_ No \_\_\_\_\_

2. Equipment turned off/returned in good condition: (Check equipment used)

- |                          |                    |
|--------------------------|--------------------|
| ___ Computer(s)          | Yes _____ No _____ |
| ___ DVD/VCR              | Yes _____ No _____ |
| ___ Digital Display      | Yes _____ No _____ |
| ___ TV/VCR/DVD (cabinet) | Yes _____ No _____ |
| ___ Document Camera      | Yes _____ No _____ |

If no, please explain \_\_\_\_\_  
\_\_\_\_\_

3. Room cleaned, carpet vacuumed, tables and chairs wiped down as needed:  
Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please explain \_\_\_\_\_  
\_\_\_\_\_

4. Kitchen left clean: Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please explain \_\_\_\_\_

\_\_\_\_\_

5. Bathrooms left clean: Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please explain \_\_\_\_\_

\_\_\_\_\_

6. Representative of club/group/organization present at inspection:

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, name: \_\_\_\_\_

Name of staff member making inspection: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Printed name of representative of club/group/organization: \_\_\_\_\_

Signature of representative of club/group/organization: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_