

## HOLLIS ROOM USE AGREEMENT

Note: Complete a form for each time/day/room requested. Reservations are made on the quarter hour and must include your set-up/clean-up time. PLEASE NOTE THE **START\*** and **END\*** TIMES FOR MEETINGS—We appreciate your cooperation in leaving on time.

**Date of use:** \_\_\_\_\_  
(no more than 3 months from today)

**Total Time of use:** \_\_\_\_\_  
Monday, Tuesday, Thursday **10:30** A.M. - **8:30** P.M.\*\*  
Wednesday **1:30** P.M. - **8:30** P.M.\*\*  
Friday **10:30** A.M. - **4:30** P.M.\*\*  
Saturday **10:30** A.M. - **2:30** P.M.\*\*

**Refreshments:** YES \_\_\_ NO \_\_\_

**Event Start Time:** \_\_\_\_\_\*\*  
(start time will be noted in calendar)

**Description of program/meeting:** \_\_\_\_\_

**Name/s of speaker/s:** \_\_\_\_\_ **Estimated attendance:** (max 50) \_\_\_

**Request for use of equipment:** YES \_\_\_ NO \_\_\_  
\_\_\_slide projector\_\_\_Dell notebook PC\_\_\_ LCD projector\_\_\_AV equipment  
Request for equipment instruction before event: YES \_\_\_ NO \_\_\_  
(We cannot guarantee staff availability for assistance with equipment during your meeting time.)

**Fee:** If you are charging a fee/requesting donation, provide amount and purpose:\_\_\_\_\_ You will be contacted by Library staff.

**Contact name:** \_\_\_\_\_ **Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Town:** \_\_\_\_\_

**Work phone:**\_\_\_\_\_ **Home phone:**\_\_\_\_\_ **E-mail:**\_\_\_\_\_

I accept the conditions of use as stated on the Hollis Room use policy and will comply with all requirements. I will see that the room furnishings, materials, and equipment will be respected as public property, and that I will be responsible for any damages incurred to Library property either deliberately or through negligence on the part of members of the group or persons in attendance. I understand that failure to return the space in the condition in which it was provided may result in payment of a \$50 penalty fee, and/or payment for any repairs necessary.

\_\_\_\_\_ [signature] Required before event.

Form received by (initials):	Date form received:
Accepted by:	Date accepted:
Cancellation date:	
Received cancellation by:	
Other notes:	
Approval of refreshments	fee