

Meeting Room Use Confirmation
Coralville Public Library ♦ Phone: (319) 248-1850 ♦ Fax: (319) 248-9346
Email: reference@coralville.org

Date of Use: _____

Name of Organization: _____

Name of Program or Event: _____

Contact Person: _____ Phone: _____

Address: _____ Email: _____

Please note: *contact information may be given out to the public upon request.*

Is this program/event open to the public? Mark one: YES NO

PLEASE RESERVE ONE OF THE FOLLOWING ROOMS:

- _____ **Meeting Room A** (max capacity: **102**)
- _____ **Meeting Room B** (max capacity: **40**, suggested capacity: **25**)
- _____ **Meeting Rooms A & B** (max capacity: **142**)
- _____ **E. Jean Schwab Auditorium** (max capacity: **162**)

ARRIVAL/SET UP TIME: _____

EVENT START TIME: _____

EVENT END TIME: _____

TIME LEAVING: _____

EST. NUMBER ATTENDING: _____

CHECK BELOW YOUR REQUEST(S) FOR EQUIPMENT, ETC. (must be requested a week or more in advance):

- | | |
|-------------------------------------|-----------------------------------|
| _____ Wired Microphone (stand up) | _____ Laptop Computer |
| _____ Lavalier Microphone (clip on) | _____ Digital Projector |
| _____ Lectern (stand up) | _____ Television & DVD/VHS Player |
| _____ Lectern (tabletop) | _____ Pre-meeting Rotunda space |
| _____ White Board | _____ A/V Setup Assistance |

*****Equipment is not available on Sundays**

PLEASE CHECK BELOW THAT YOU WILL COMPLY WITH THESE POLICIES:

- _____ This event is sponsored by a nonprofit organization.
- _____ Our group will be responsible for setup and cleanup within the time limits specified above.
- _____ Any fees charged will not financially benefit our organization.
- _____ I have received a copy of the Meeting Room Use Policy, and I agree to its terms.
- _____ Meeting participants will be asked to park in areas other than the two rows closest to the Library of the parking facility.
- _____ **I understand that in the event that our group uses a caterer, we will contact the New Pi Co-Op Café first for any catering needs. If the Co-Op cannot provide catering, a different caterer can be used.**

The person who signs this reservation form shall be responsible for problems or costs resulting from the specified use. Groups accept responsibility for the repair or damage to the facility or the replacement of damaged or missing equipment. Children's groups must be supervised by an adult sponsor. The Library reserves the right to assess a minimum \$10.00 cleaning or labor charge if necessary. The Coralville Public Library Board of Trustees, Library Staff, or the City of Coralville are not responsible for accidents, injury, or loss of individual property while using the meeting rooms.

Staff initial

Signature of Contact Person

Today's Date