

CAMPBELL COUNTY PUBLIC LIBRARY MEETING USE FORM

2101 4-J ROAD
GILLETTE, WY 82718

Phone: 687-0009 Fax: 686-4009

BY PHONE OR IN PERSON AGREEMENT

First time meeting room users must return the signed meeting room use form to the library Administration office when making the room reservation.

PLEASE FILL IN THE FORM COMPLETELY

Group Name: (Also include how to list on board)			Profit <input type="checkbox"/> Non Profit <input type="checkbox"/>
Contact Person:	Phone: (H)	Phone: (W)	
2nd Contact Person and/or Local Contact:	Phone: (H)	Phone: (W)	
Address of Organization:			
Purpose of Meeting:			
Open to the Public? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Room Requested (check one):			
WYOMING ROOM <input type="checkbox"/>	PIONEER ROOM 1 <input type="checkbox"/>	PIONEER ROOM 2 <input type="checkbox"/>	PIONEER ROOMS 1 & 2 <input type="checkbox"/>
Date of Meeting:	Reservation Time and Set up Time:	Kitchen Facilities	
<p> <i>Note: All meetings must END 15 minutes prior to closing</i></p>		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Will you need Audio-Visual equipment for this meeting? Yes <input type="checkbox"/> No <input type="checkbox"/> <p> <i>Please remember, YOU are responsible for reserving this equipment through the Circulation Dept. It is recommended that you contact the Circulation Dept. at the time you are making these reservations.</i></p>			
Will you be using the piano in the Wyoming Room? Yes <input type="checkbox"/> No <input type="checkbox"/> <p> <i>By checking yes, you are knowledgeable about the use of the piano and will use the piano in the Wyoming Room with care. You also understand that the piano can be moved by library personnel only.</i></p>			
<p>M Arrange the room to meet your needs, but it must be returned to the original set-up.</p> <p>M Neither the Library Board of Trustees nor Campbell County is responsible for accidents, injury or loss while using the meeting rooms. Organizations holding meetings assume responsibility for damage to room or contents.</p> <p>M Failure to comply with all library policies will result in loss of meeting room privileges.</p>			
I have read and fully understand the rules on meeting room use for nonlibrary activities. I also understand library approval must be granted if this is my first meeting room request.			
Signature of Responsible Party			Date:
Library Employee Taking Reservation			
Director's Approval for First Time Meeting Room Reservation			