Meeting Room Online Request Form

Left
CategoriesForms, Permits, and Applications

Our meeting room is intended to further the library's mission through enriching lives and encouraging self-education. Please read and understand the Meeting Room Regulations before submitting a request.

Your meeting will not be scheduled until the library receives a completed Request Form and you have received confirmation of the date/time by the Library Director or staff. Though you may call the library (907-235-3180) to ask about open time periods or days, these conversations are not guarantees that the slot will remain available.

Programs must end 15 minutes before closing. Please include any anticipated set-up and take-down time when you are scheduling.

All fields of this request form are required. Thank you!
Meeting Information Name of Organization: *

  Person Responsible for Meeting Room: *

  Mailing Address: *
  Email: *
  Phone: *

The primary use of the room is that of a public library. The Meeting Room is intended to further the library's mission through enriching lives and encouraging self-education.

  Use: *   My meeting is free to attend and open to the public.
     This is a private meeting (I will pay a fee for use and schedule my meeting during closed hours)

  What is the subject, purpose, or type of meeting?: *

  Meeting Date Requested: *

  Start Time (including set-up): *
:
     am
     pm

  End Time (including take-down): *
:
     am
     pm

Remember that the room must be vacated 15 minutes prior to library closing time.

  Additional Information:
Equipment Needs
A marker board and projector screen are in the room.

The library will provide you with any of the following items if you request them at this time, or give at least 24-hour notice prior to your scheduled meeting time:

Refreshment: Electric Tea Kettle
    Coffee Urn

Media Equipment: TV (connect to own computer)
    TV & library computer
    TV & DVD/BluRay player
    Document camera (digital overhead)
    Dell projector (connect to own computer)
    Dell projector & library computer
    Slide Projector
    Overhead Projector
    16mm Film Projector

Communication: Conference telephone
    TV & video conference equipment

I Agree: *   I understand that a responsible party must provide a valid ID and signature to gain access to the Meeting Room. I have read the regulations and I am responsible for observing those regulations while at the Homer Public Library.

-------------------------------- SIGNATURE _____DATE _____:
  tent cal( ) approved( ) confirmed( ) on cal( ) Count? ___:

 (If you're a human, don't change the following field) Enter your name:
Your first name.
Please enable Javascript to use this form. (If you're a human, don't change the following field) Enter your name:
Your first name.
Please enable Javascript to use this form. (If you're a human, don't change the following field) Enter your name:
Your first name.
Please enable Javascript to use this form.

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