



HOMER PUBLIC LIBRARY
Meeting Room Request*

500 Hazel Ave, Homer AK, 99603
www.cityofhomer-ak.gov/library
907.235.3180

*Meetings are subject to approval by the Library Director. You should not advertise your meeting or assume your request has been approved until you receive confirmation from staff.

MEETING INFORMATION

Name of organization _____

Person responsible during meeting _____

Mailing address _____

Email _____ Phone _____

Subject or purpose of meeting _____

- My meeting is free to attend, open to the public, and non-commercial.
- This is a private meeting (I will pay a fee for use and schedule during closed hours.)

Requested date _____ Start time _____ End time _____
(including set-up) (must be out of room by this time)

Library hours are Mon/Wed/Fri/Sat 10:00am–6:00pm and Tues & Thur 10:00am–8:00pm.

EQUIPMENT NEEDS

In addition to tables and chairs, a white board and large projector screen are set up in the room.

The library will provide you with any of the following items if you request them at this time:

REFRESHMENT

- Electric tea kettle
- Coffee urn

COMMUNICATION

- Conference telephone
- TV & video conference equipment
(Staff will contact you for set-up details)

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 or 16 mm film projector
- Overhead projector

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 (available by request or at www.cityofhomer-ak.gov/library/meeting-room) and I am responsible for observing those regulations while at the Homer Public Library. If approved, I will not publicize my meeting in a manner that suggests Library sponsorship or affiliation.

Signature _____ Date _____

Submit this form in-person at the library, fax to 907.235.3136, or email circ@cityofhomer-ak.gov.

It's easy to submit your request online! Go to cityofhomer-ak.gov/library/meeting-room.