

HOMER PUBLIC LIBRARY: MEETING ROOM RESERVATION (OPEN HOURS)

Submit this form in person, complete it on the library's website or email it to circ@ci.homer.ak.us.

Event Information	
Date:	
Start time (including setup):	End time (must clean up by):
Name of organization:	
Person responsible during event:	
Mailing address:	
Phone:	Email:
<input type="checkbox"/> My event is free to attend, open to the public, and non-commercial.	
<input type="checkbox"/> This is a private event (I will pay a fee for use and schedule during closed hours.)	
Subject or purpose of event:	
Library hours are Mon/Wed/Fri/Sat 10:00-6:00 and Tues/Thurs 10:00-8:00.	
Equipment Needs	
<input type="checkbox"/> Electric tea kettle	
<input type="checkbox"/> Digital projector	
<input type="checkbox"/> 12-cup coffee maker	
<input type="checkbox"/> Library laptop	
<input type="checkbox"/> Portable projector screen	
<input type="checkbox"/> Slide or 16mm projector	
<input type="checkbox"/> Document camera (digital overhead)	
<input type="checkbox"/> Overhead projector	
Various items of furniture and electronic equipment are stored permanently in the meeting room. If you need to rearrange and/or use any of this equipment, please ask staff for help.	

- ☐ As the responsible party, I understand that I must provide a valid ID and signature to gain access to the meeting room.
- ☐ I have read the library's policies and I accept responsibility for ensuring that I and my attendees abide by those policies.
- ☐ I will not publicize my meeting in a way that suggests library sponsorship or affiliation.

Signature of responsible party:				Date:
<input type="checkbox"/> Tent. on cal.	<input type="checkbox"/> Approved	<input type="checkbox"/> Confirmed	<input type="checkbox"/> On cal.	Attendance:

