

Meeting Room Reservation Request

Name of Organization _____ Non-Profit

Contact Person _____ Copy of photo ID attached

Contact Phone _____ Email Address _____

Description of Event _____

Requested date(s) _____

Requested times (including setup/breakdown) _____ Event start time _____

Is the event open to the public? yes no

Include event in KCPL's online calendar? yes no If yes, attach full description.

Will participants will be charged fees for tuition, materials, or meals? yes no

Meeting Space Requested

Main Meeting Room, 408 High Street (max. 127 people)

Expected Attendance:

The Yellow Building, 207 Calvert Street (max. 63 people)

Equipment Requested (minimum 3 days notice; subject to availability)

laptop

screen

projector

technical support

microphone

DVD player

kitchen access

Agreement: As a representative of the above organization, I have read the policy and guidelines governing use of the meeting room and agree to abide by them. I understand that failure to adhere to the policy and guidelines may restrict future use of the meeting rooms. I have provided a copy of my photo ID. I understand that room set up and clean up is my responsibility.

I understand that submitting this form does not guarantee the request will be approved.

Signature: _____ Date: _____

Staff Use Only

Photo ID provided (cannot be approved without copy of ID)

Approved by Library Director (required if fees will be charged for participants to attend)

Approved Staff Signature _____ Date _____

Declined Reason _____ Date _____

Meeting Room fee: \$25 for first 4 hours/\$10 additional hour (non-profits are exempt)

Amount due: _____ Date paid : _____ Staff initials: _____

revised 201604