

# LODI PUBLIC LIBRARY

## *Conference Room Reservation*

### **ROOM USE REQUEST:**

Name or Organization/Affiliation: \_\_\_\_\_

Contact (phone or email): \_\_\_\_\_

Date(s): \_\_\_\_\_

Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

#### *Top 5 Rules:*

- Maximum capacity of the Conference Room is 15 people.
- The room must be left in a clean and orderly condition. Responsibility for the room lies with the person who signs up for it.
- Any individual or group interested in re-arranging the tables should consult with a staff member to ensure that library property is handled properly.
- The room is a work and study space that shouldn't disrupt the rest of the library.
- Reservations may be made up to two months in advance.

*\*I agree to abide by these rules.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **FOR LIBRARY USE:**

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Problems reported by patron: \_\_\_\_\_

Problems reported by staff: \_\_\_\_\_

