

# CONFERENCE ROOM RESERVATION

LF9 | REVISION 1 | REVISED 10/6/2021

<b>NAME</b>	
<b>PHONE</b>	
<b>EMAIL</b>	
<b>ORGANIZATION OR AFFILIATION</b>	
<b>DATE(S)</b>	
<b>TIME IN</b>	
<b>TIME OUT</b>	

## Rules

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

I agree to abide by these rules.

<b>SIGNATURE</b>		<b>DATE</b>	
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## Library Use Only

<b>PROBLEMS REPORTED BY PATRON</b>	
<b>PROBLEMS REPORTED BY STAFF</b>	