

LODI PUBLIC LIBRARY

Program 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 Program Room is 60 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 space, including furniture and technology, should consult with a staff member to ensure that library property is handled properly.
- Meeting rooms are available during library hours only and must be vacated 15 minutes before closing time.
- Reservations may be made up to two months in advance.

**I agree to abide by these rules.*

Signature: _____ Date: _____

FOR LIBRARY USE:

Problems reported by patron: _____

Problems reported by staff: _____

