

# Meehan Memorial Lansing Public Library Meeting Room Reservation

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Organization: \_\_\_\_\_

Date of use: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Number of people: \_\_\_\_\_

Age Grouping: Adults \_\_\_\_\_ High School \_\_\_\_\_ Middle School \_\_\_\_\_  
Elementary \_\_\_\_\_ Preschool \_\_\_\_\_

Please check which of the following items you will need:

(Wireless Internet access is available in all meeting rooms.)

Laptop \_\_\_\_\_, Television/DVD player \_\_\_\_\_, Video projector/Screen \_\_\_\_\_,

Microwave \_\_\_\_\_, Refrigerator \_\_\_\_\_, Sink \_\_\_\_\_

- Only adults, 18 years or older, may reserve rooms for themselves or a group approved by the director. The individual reserving the room will be held as the accountable representative for the group.
- At least one adult, age 18 or older, must be present at all times.
- Refreshments may be served. No alcoholic beverages are allowed.
- All room users are expected to leave the room clean, undamaged, and in the same condition as originally found, and may be held liable for any damages.
  - \* Chairs stacked against wall
  - \* Floors clean
  - \* Any garbage taken out of building by the individual reserving the room
- Failure to follow the meeting room regulations may result in loss of privileges. There is no fee for the use of rooms in the library, however, a donation is welcome.

**THE RULES LISTED ABOVE WILL BE FOLLOWED.**

Signature of responsible person: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_