

Mahomet Public Library

Meeting Room Use Agreement

The Mahomet Public Library welcomes the use of its meeting room by organizations engaged in civic, cultural, educational or public information meetings. The room may be used for events sponsored by non-profit groups based in Mahomet Township or by non-profit groups with a significant number of Mahomet Township participants.

Meeting room use is by reservation. Please call the library to determine if the room is available. We will hold tentative dates for you, **but we cannot confirm them until this Agreement has been signed and returned to the library.**

Reservations may be made up to 3 months in advance. Requests will be honored on a first- come, first-served basis. The room may be reserved for up to 9 meetings per group in a 9 month period.

Name of Group: _____

Contact Person: _____ Contact Phone: _____

Contact Library Card#: _____ Email address: _____

_____ I will be using the library's A/V equipment _____ I have taken the required A/V training

I have read, understand, and agree to abide by the terms of the attached Meeting Room Policy. I understand that I am responsible for ensuring that each member of my group is aware of and abides by the policy's regulations.

By sending this form to library staff via email to secure a reservation, you are agreeing to the statement above.

Signature

Date

Requested Dates and Times: **Please allow time for set up & clean up**

Date	Time		Date	Time	
	Start	End		Start	End
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Confirmed by (staff name) _____ Date: _____

Comments: _____