



MEETING ROOM RESERVATION FORM

Today's Date: _____

Library Branch: _____

Date of Meeting: _____

Meeting Start Time: _____ Meeting End Time: _____

[Times must be during the branch's normal business hours]

Name of Requesting Organization: _____

Name of Organization's Responsible Person: _____

Address: _____

Phone number: _____ Email: _____

Purpose of Meeting: _____

Expected Attendance: _____

Target Audience: ___Children ___Teens ___Adults ___Seniors ___All Ages

Will representatives from the press or news media be present? ___Yes ___No

If yes, please indicate which media: _____

Would you like to request the use of any Library Audio/Visual equipment? ___Yes ___No

If yes, please specify the type of equipment: _____

[Note that A/V equipment is only offered at some locations, on a limited basis, and not guaranteed.]

Would you like to request permission to serve food and/or beverages? ___Yes ___No

[Note that alcoholic beverages are never permitted, nor are any open flames or heating elements.]

Please review and check each statement:

___ I have read and will comply with the Library's Meeting Room Policy, Procedures and Guidelines.

___ When finished, I will return the meeting room to the condition in which I found it.

___ I understand that failure to comply with any of the Library's policies and guidelines may result in the loss of future use of meeting rooms.

___ I agree to indemnify, defend and hold harmless Brooklyn Public Library and the City of New York, their trustees, employees and agents, from and against any and all claims, losses, damages, judgments, costs and expenses (including attorneys' fees and expenses) arising out of my use of the meeting room, including damage to or harm arising from my use of other areas of the premises in connection with my use of the room.

___ I am signing on behalf of the following organization: _____

___ I am signing on behalf of myself as an individual.

Signature of Meeting's Responsible Person: _____

BPL Staff Use Only:

Approved: _____ Disapproved, and reason: _____

Authorization for refreshments: _____

Authorization for A/V equipment: _____

Signature of Library branch manager: _____