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: ____________________________