



Public Room Reservation Form  
**Allegheny Highlands Regional Library (AHRL)**

Room Reserved:  Community Room  Board Room  Computer Learning Lab

**Note:** *No reservation is confirmed until this form has been returned to the Library, properly completed, and is approved and signed by the Library Director.*

Name (Individual, Group, or Organization): \_\_\_\_\_

Responsible Party (Individual responsible for room): \_\_\_\_\_

Responsible Party Address: \_\_\_\_\_

Responsible Party Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Nature of Organization:  Government  Charitable  Cultural  Educational  
 Other (Please Specify) \_\_\_\_\_

Reason for Meeting: \_\_\_\_\_

Date(s) of Meeting/Event: \_\_\_\_\_

Starting Time: \_\_\_\_\_ Length of Meeting: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Will food or drinks be served:  No  Yes

*Individuals, groups or organizations that operate on a "for profit" basis, charge a fee for services provided in a public meeting room, or charge admission to an event in a public meeting room will be charged a user fee of \$25 per hour for use of the Community Room, with a minimum charge of \$25, and \$10 per hour for use of the Board Room, with a minimum fee of \$10.*

Total Fees to be Charged: No Fee  Fee of \$ \_\_\_\_\_ (per hour)

Use of the following multimedia presentation equipment is requested:

Display Screen  DVD  Vibe Board  360\* Room Camera  Microphone System

*By signing this form I acknowledge that I have read and received, either print or electronically, a copy of the Alleghany Highlands Regional Library Policy on Public Use of Library Space and agrees, personally if acting as an individual, otherwise on behalf of the group or organization requesting use, to adhere to all provisions of the AHRL Policy on Public Use of Public Space.*

*I understand that if food or drinks are served, they must be consumed in the public meeting room and are not permitted in any other portion of the Library. I also understand that no food or drinks are permitted on or around the multimedia lectern or multimedia presentation equipment at any time.*

*I understand that the users are responsible for restoring any space used, including bathrooms, to its original state immediately following the end of its use. This includes returning all tables and chairs to their original set up, wiping down tables and chairs, making sure the kitchen area is clean, ensuring that trash is placed in the receptacles, and the carpet is vacuumed, if needed. Any damages to library property or equipment, including carpet spills, must be reported to staff immediately.*

*Additionally, I agree, personally if acting as an individual, otherwise on behalf of the group or organization requesting use, to be responsible for reimbursement to the Library for any damage sustained to Library property and/or equipment during any use of Library premises and any cleaning costs incurred by the Library resulting from the use of the public meeting room.*

*The Library assumes no responsibility for any personal items or equipment used or left in the public meeting rooms before, during or after the meeting, whether left by the authorized user or by anyone who attends the meeting.*

*As a condition of use, any user of public meeting rooms in the Library shall agree to hold the Library harmless from any liability for any act or omission relating to use the of the public meeting rooms or any condition existing on the premises at the time of such use.*

Printed Name of Responsible Party: \_\_\_\_\_

Signature : \_\_\_\_\_ Date: \_\_\_\_\_

<b>For Staff Use Only</b>	
Reservation Approved: _____ Yes _____ No	
Signature of Library Director: _____	Date: _____
Total Fees Paid: _____	Date Paid: _____