

Rochester Hills Public Library Multipurpose Room Use Application (Capacity 150)

Please review the Meeting Room Use Policy on the reverse side of this application for eligibility and terms of use. A **valid resident library card number must be provided below**. Meetings may be booked between one week and one month in advance. A valid RHPL card is required to receive a key to the Multipurpose Room.

Organization Name: _____

Meeting Purpose: _____

Meeting Date: _____

Start Time: _____ End Time: _____

Estimated Number of Attendees: _____

Amenities Available:

____ LCD Projector

____ VCR/DVD

____ Laptop

____ Lapel microphone

____ Podium

____ Wireless Microphone

____ Screen

Other set up (please describe):

Responsible Party Name: _____

Library Card Number: **2 3 1 5 8** _____

Email Address: _____

On behalf of the above named organization, I hereby make application for use of the Multipurpose Room. I have read and understand the policy on the use of library facilities and agree to abide by its regulations. I agree to be personally and financially responsible for returning the facilities in the same condition as it was received.

Signature: _____ Date: _____

Email completed application to: Amanda.Harrison@rhpl.org

Or send to:

Rochester Hills Public Library
Attn: Amanda Harrison
500 Olde Towne Road
Rochester Hills, MI 48307

Questions may be directed to Amanda.Harrison@rhpl.org or 248-650-7124.

Approved by Director's Office: _____ Date _____