Approved by PLDL Staff? _____YES _____ NO
Staff signature _____ Date: _____

PORTAGE LAKE DISTRICT LIBRARY
58 Huron St., Houghton, MI. 49931 906-482-4570

MEETING ROOM CONTRACT

IMPORTANT: Room reservation is not valid until approved by PLDL staff. The PLDL reserves the right to override any scheduled events as needed by the library.

Please print:
Organization name:_____
Contact person:_____
Organization address:_____
City/Zip:_____
Phone(s): home_____ work_____ cell _____
E-mail: _____

Regularly scheduled ongoing meeting? _____YES _____ NO (Non-Library sponsored or co-sponsored events and meetings will not be scheduled more than six months in advance.)

Room reserved: Date: _____ Time: (specify am/pm)_____ to _____
Room arrangement: (see attached)_____ No. of People: (Limit 50) _____

Equipment requested: _____ coffee pot _____ microwave _____oven _____refrigerator _____stove _____ computer projector _____ laptop for projector _____ chromebooks*_____

*A dozen Chromebooks are available for use during instructional events in the community room. If you would like to use Chromebooks during your event, please fill out the attached Chromebook User Agreement and indicate the number of Chromebooks you need.

I have read and received a copy of the Meeting Room Policy. I accept responsibility for any and all damages to PLDL, its board, employees and volunteers working on behalf of PLDL from any and all claims for personal injury or property damage, arising from use of facility. I agree the room will not be used for commercial purposes or financial gain.

Print name: _____
Signature: _____ Date: _____

***Reapplication signature: _____ Date: _____**
_____ Date: _____
_____ Date: _____