REQUEST FOR USE OF LIBRARY MEETING ROOMS

Organization Name________________________________________ Date________________

Requestor’s Name________________________________________

Purpose of the meeting____________________________________________________________

Phone number(s) ______________________________________________

E-Mail _______________________________________________________

Date of Room Reservation ________________________________

Set up Start time_______________ End time including clean up_________________________

Program Start time_______________________ Program End time________________________

(This information will help us include the actual event times on our schedule of events for patrons)

May we give out your name, phone number, and/or email if someone is interested in obtaining more information about your event? Yes No

Number of people expected (approximate)_________

Meeting Room Selection

___ Kirby - North Room. Overhead projector and pull down screen. Capacity 20

___ Curtis – Large Community Room with Kitchenette. Capacity 60

___ Pilon – South Room. Smart Board available. Capacity 20

___ Tutor Room- Capacity 4

Users are responsible for set up and clean-up of the room.

Equipment available upon request:

Please circle items needed. This does not guarantee equipment will be available.

Podium Microphone DVD Player Wii System

CD Player Free standing projection screen

Portable projector

Meeting room user must be knowledgeable in equipment use, as the library does not provide equipment training.

Wireless internet access is available throughout the building

Requestors must read and agree to the Hoag Library Meeting Use Policy as written on the website.

Please return form to library by one of the following options: In person, by mail to 134 S. Main St. Albion, NY 14411, by fax to 585-589-2473, or by email to hoagroomreservations@nioga.org.

You will receive confirmation by E-mail or by phone if no address is available.