



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

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.

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

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.