



**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. TV. 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](mailto:hoagroomreservations@nioga.org).

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