

**Rutland Free Library  
Meeting Room Reservation Form**

Date requested: \_\_\_\_\_  
Hours requested: \_\_\_\_\_ to \_\_\_\_\_

Contact name: \_\_\_\_\_ Date of application: \_\_\_\_\_

Organization: \_\_\_\_\_

Contact phone: \_\_\_\_\_ email: \_\_\_\_\_

Room requested: Fox Room (capacity 173): \_\_\_\_\_ Small meeting room (capacity 10): \_\_\_\_\_

NOTE: Both rooms are handicap accessible. Expected attendance: \_\_\_\_\_

Title of program: \_\_\_\_\_

Short description (for calendar): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Fox Room** Equipment / furniture available (Please indicate your needs):

- Assistance setting up technical equipment       Chalkboard
- Chairs (100 available; you are responsible for setting up, we will restack)
- Cords (VGA, HDMI, extension, CPU power)       DVD player w/ LCD projector
- Folding tables. Please list number, up to 7 (you are responsible for setting up, we will clean up)
- Google Hangout (large monitor, laptop, webcam & mic. Also available in Small Meeting Room)
- Laptop with LCD projector       LCD projector (bring your own computer)
- Microphone(s): wireless for lapel \_\_\_\_\_ wired with podium stand \_\_\_\_\_
- Opaque projector       Overhead projector
- Piano       Podium with \_\_\_\_\_ or without \_\_\_\_\_ light
- Theater lighting       Utility cart

**NOTE:** RFL staff will set up technical equipment. Once the event is over, please leave the room as is for us to put equipment & furniture away. There is a \$10 cleaning fee if food is to be served.

I, the undersigned, having read the policy and regulations governing the meeting room(s), accept the responsibilities stated therein. **(sign here please):** \_\_\_\_\_

**Please return signed form** to Meeting Room, Rutland Free Library, 10 Court St., Rutland, VT 05701 or email the Asst. Director at [randal@rutlandfree.org](mailto:randal@rutlandfree.org). Book early; allow one week for confirmation.

**Questions?** Call 802-773-1860 or email [randal@rutlandfree.org](mailto:randal@rutlandfree.org)

**Our meeting space is made available for free to users through the support of our taxpayers and donations by users. Please consider a donation.**