

Rutland Free Library
Meeting Room Reservations

Date requested: _____

Event times for calendar: _____ to _____

We will reserve an extra 30 minutes for setup & for cleanup

CONTACT INFORMATION IS REQUIRED & WILL APPEAR ON OUR WEBSITE

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 Overhead projector
- 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 ____
- Piano (May only be moved by RFL staff) 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. Book early; allow one week for confirmation.

Questions? Call 802-773-1860 or email 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.