

**SAC AND FOX NATIONAL PUBLIC LIBRARY**

**MEETING ROOM USE FORM**

**Date Of Meeting:** \_\_\_\_\_ **Time:** \_\_\_\_\_ a.m. /p.m. to \_\_\_\_\_ a.m./p.m.

**Name of Group:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Number in Attendance:** \_\_\_\_\_

- ✚ **The Library requires a copy of the meeting sign-in sheets for our records. If you do not have a sign-in sheet, one will be provided for you.**
- ✚ **If meeting takes place after regular library hours, you will be responsible for seeing that the library is properly secured after the meeting. Capitol Police (Security) will be notified that you will be meeting after regular hours.**
- ✚ **Children with adults attending any meeting must be properly supervised at all times. DURING REGULAR LIBRARY HOURS THEY MAY BE ALLOWED TO READ BOOKS OR WATCH VIDEOS WHILE THE ADULTS ARE ATTENDING A MEETING.**
- ✚ **The meeting room will be left in a neat condition (trash picked up and placed in trash receptacle, and coffee pot cleaned, if used, etc.)**
- ✚ **Any damages or losses caused to the meeting room/library will be paid by the meeting group.**
- ✚ **Smoking is NOT allowed inside the meeting room.**

**Name of Responsible Person:** \_\_\_\_\_  
PLEASE PRINT

**Title:** \_\_\_\_\_  
PLEASE PRINT

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Meeting Room Guest Sign In Sheet:*

*Name:*

*From:*

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