



Discover. Connect. Engage.

# MEETING ROOM AGREEMENT

Application Date: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Name and Type of Program: \_\_\_\_\_

Name of Representative (please print): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

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

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

AV Equipment includes: Screen, Projector, DVD & Blu Ray Player, Podium, Microphone and Lavalier Mic.

Other Equipment Available: Dry Erase-Board/ Easel, Coffee and Hot Water pots

**If instruction for use of the Library’s updated AV equipment is necessary, arrangements must be made with the Meeting Room coordinator at least 48 hours in advance of meeting time.**

Contact: [k.carte@rrpl.org](mailto:k.carte@rrpl.org) 440-333-7610 x3784

\*AV assistance may not always be available – especially during evening and weekend hours\*

**Rocky River Public Library reserves the right to reassign spaces as necessary.**

Your signature indicates that the Meeting Room Policy <https://rrpl.org/meeting-rooms/> is understood, will be adhered to, and that the guidelines for use will be conveyed to your membership.

## Specify exact date and times for each reservation:

The period of this Meeting Room Agreement is September 1<sup>st</sup> through August 31<sup>st</sup>.

MONTH	DATE	MEETING START TIME	MEETING END TIME	ROOM: Auditorium (A) or Community Room (CR)	SET-UP: Theater, Classroom, Open Square	EQUIPMENT:
SEPT						
OCT						
NOV						
DEC						
JAN						
FEB						
MARCH						
APRIL						
MAY						
JUNE						
JULY						
AUG						

**Auditorium (A):** Max Capacity 108 (chairs only) / 65 (tables & chairs)

**Community Room (CR):** Max Capacity 60 (chairs only) / 24 (tables & chairs)

### Setup:

Standard room setup styles available are

**Theatre style** (chairs only),

**Open Square** (tables & chairs in a square), and

**Classroom style**

(table & chairs in rows).

Other setups options are available by request