



Ignacio McClanahan Community Room Request Form

Organization Name: _____ Date: _____

Name: _____ Phone: _____

Date Room Needed: _____ Time: _____

Library Card Number: _____

Equipment needed:

- ☐ Audio/visual equipment (\$100.00 deposit required)
- ☐ Laptop Computer (\$100 deposit required)
- ☐ TV/DVD (100.00 deposit required)
- ☐ Coffee/tea pot (please bring your own coffee or tea)
- ☐ Extension Cord

**** If you're using your own equipment, bring it in before the event to check compatibility.**

A returnable fee of \$50.00 room reservation , \$100 room reservation and the use of audio/visual, PC, and TV/DVD equipment.

Deposit \$ _____ Cash/Check No. _____ Returned _____

Initial walk through appointment Date _____ Time: _____

Patron Signature Librarian Signature

Follow-up walk through:

Signature Date



Walk through list before and after room list

- ☐ Keys building
- ☐ Keys to audio/visual
- ☐ Security code
- ☐ Lock door
- ☐ Tables
- ☐ floor
- ☐ Dirty dishes in the dishwasher (no need to start dishwasher)
- ☐ Trash (overflow of trash take out and place by trash can)
- ☐ Wipe tables
- ☐ Wipe boards if used
- ☐ Replace chairs and tables to original position
- ☐ Overhead screen
- ☐ Audio/visual equipment

- ☐ 4 remotes
- ☐ HDMI cord
- ☐ 2 Moread adapter cords
- ☐ 1 PC Cord

Multiple dates:

[illegible]