Ignacio McClanahan Community Room Request Form

Name: ___________________________________ Date: ______________________

Organization Name: ____________________________ Phone: ____________________

Date/Dates Room Needed: ____________________________________________________
___________________________________________________________________________

Library Card Number: _______________________________________________________

Contact Email: ______________________________________________________________

Equipment needed:
   ☐ Audio/visual equipment ($100.00 deposit required)
   ☐ Laptop Computer  ($00 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 at least 30 minutes prior to 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. __________

Initial walk through appointment Date ________________________ Time: ________________

____________________________________     _____________________________________
Patron Signature                            Librarian Signature

Follow-up walk through: Date Returned check: _____________________________________
___________________________________________________________________________
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:

_________________________  ________________________
_________________________  ________________________
_________________________  ________________________
_________________________  ________________________
_________________________  ________________________
_________________________  ________________________