Ignacio Community Library
McClanahan Community
Room Request Form

Organization Name:_____ Date: _____

Name: _____ Phone: _____

E-Mail _____

Dates Room Needed: _____

Time: From : _____ To:_____ Library Card Number:_____

Equipment needed: _____

_____

If you're using your own equipment, please bring it in before the event to check compatibility. Your lack of preparation does not constitute an emergency on our part. Please take into account that we have limited staff on the weekends for troubleshooting. We do not have apple products, or adaptors for equipment. Transferring your information onto a flash drive and using our equipment is a good option.

There is a refundable fee of $50.00 for the room reservation or $100 for the room reservation with the use of audio/visual equipment.

Deposit $_____ Cash/Check No. _____Returned _____

Initial walk through appointment: Date _____ Time: _____

_____   _____
               Patron Signature   Librarian Signature

A walk through the room is strongly advised prior to your event.

Room Checklist

- ☐ Building Keys
- ☐ Keys to audio/visual cabinet
- ☐ 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 More adapter cords
- ☐ 1 PC Cord

Cash/check returned to: _____Date _____

Signature _____

Notes:

_____

_____

_____

_____