

Adel Public Library Community Room Reservation Form

(Please print or type)

Name of group: _____

Purpose of the meeting: _____

Date of Meeting: _____

Meeting begins (Time): _____ **Meeting ends (Time):** _____

Size of group (approximate): _____

- Room 1A has the projector and screen, 3 tables and 18 chairs,
- Room 1B has a kitchenette, a piano, 7 tables and 42 chairs,
- Use of both rooms provides all amenities, 10 tables and 58 chairs
- Wifi, a podium, and a portable whiteboard are available for either room
- Free for Non-profits, \$25.00 for 0-4 hours, \$50.00 for 4-8 hours

Person responsible: _____

Address: _____

City _____ **State** _____ **Zip** _____

Phone number: _____ **Email:** _____

The person who signs this request form is responsible for problems or costs resulting from the specified use.

I have received and read a copy of the Meeting Room Policy and agree to follow it.

Signature: _____ **Date:** _____

For Library Staff Only:

Approved by: _____

Room Reserved 1A 1B Both Rooms

Payment Amount Received: _____ Cash or Check (made out to Adel Public Library)

Date Key Picked Up: _____ Date Key Returned: _____

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Date of Rental: _____

Room Rented: 1A 1B Both Rooms

Community Room Rental Rules:

- Community room access keys will be made available no more than 1 week prior to the reservation date and must be returned no later than 24 hours after that time.
- Groups are responsible for setting up the room prior to their meeting and returning the furniture to its original arrangement afterward.
 - No decorations may be permanently attached to any walls, doors, windows or ceiling.
 - Open flames including lit candles are not allowed
 - Do not obstruct exits
- Food and non-alcoholic beverages are permitted
 - No smoking/vaping or other tobacco use is allowed
 - No alcoholic beverages or controlled substance are allowed
- Individuals are responsible for the supervision of their children and all minors must be accompanied by an adult
- Remove all food and trash before leaving
- Turn off all lights and small appliances before leaving

- In the event of an unplanned/emergency library closure, room reservations during the closure may be cancelled.
 - Prior to your date of use all questions should be directed to:

Amy Puck at 515-993-3512 Ext. 108 or apuck@adeliowa.org

 - During regular library hours staff is on hand to assist you.
 - Outside of library hours please call the Adel Police Dept. Non-Emergency number at 515-993-6723 for assistance.

- Any individual or group who fails to abide by these provisions will be denied future use of meeting room/community room spaces.