



## COLUMBUS-LOWNDES PUBLIC LIBRARY SYSTEM

### Meeting Room Reservation

#### Instructions & Guidelines

---

#### Quick Reference

- Maximum Reservation Period: Eight (8) consecutive weeks. Monday-Thursdays ONLY.
  - Renewal Window: Renewal requests may be submitted during week six (6) of the current reservation
  - Renewal Limit: One additional period of up to eight (8) weeks, subject to availability and staff approval
  - Maximum Room Capacity: 65 people
  - Set-Up & Take-Down: Responsibility of the reserving group
  - Food: Permitted only if indicated on the reservation form
  - Cancellation Notice: At least 72 hours in advance
- 

#### Reservation Rules & Conditions

##### 1. Eligibility & Use

- Meeting rooms are available for educational, civic, cultural, and informational purposes. All users must comply with library policies.

##### 2. Reservation Period

- Reservations may be made for up to eight (8) consecutive weeks. **MONDAY-THURSDAY ONLY**

##### 3. Renewal

- Groups may request renewal for up to eight (8) additional weeks by submitting a renewal request during the sixth (6th) week of the current reservation period. Renewals are not automatic and are subject to availability and staff approval.

##### 4. Availability

- All reservations and renewals are subject to room availability. The library reserves the right to deny, adjust, or cancel reservations to meet library operational needs.

##### 5. Attendance & Capacity

- Attendance may not exceed 65 people, which is the maximum room capacity.

##### 6. Set-Up and Take-Down

- Groups reserving the meeting room are responsible for the set-up and take-down of all tables and chairs.

##### 7. Food

- Food may be served only if indicated on the reservation form. All food-related trash must be removed from the building immediately after the meeting and disposed of in the outdoor dumpster.

##### 8. Cancellation

- The library must be notified at least 72 hours in advance of any cancellation or schedule change. Failure to do so may affect future reservation privileges.

##### 9. Conduct & Compliance

- All participants must comply with library rules and policies. Disruptive or unsafe behavior may result in immediate termination of room use.

##### 10. Damage or Loss

- The reserving group is responsible for any damage to library property or equipment and may be charged for repair or replacement.

## Agreement Acknowledgment

*Submission of the reservation form constitutes acknowledgment and acceptance of all terms listed.*

### Columbus-Lowndes Public Library System

### Meeting Room Reservation Form

*(To be completed by the patron and submitted to library staff)*

#### Organization & Contact Information

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

Contact Person: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

#### Meeting Information

Purpose / Type of Meeting: \_\_\_\_\_

Meeting Date(s): \_\_\_\_\_

Time Meeting Begins: \_\_\_\_\_ Time Meeting Ends: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ (Maximum 65 people) Will Food Be Served?  YES  NO

#### Room Use Responsibility Statement

By submitting this form, the reserve group acknowledges that it is responsible for the **set-up and take-down of all tables and chairs**, compliance with all library policies, and any damage incurred during use of the meeting room. If food is served, the reserving group is responsible for **removing all food-related garbage immediately following the meeting. Trash may not be left in the meeting room or anywhere else inside the building and must be taken to the designated outdoor dumpster.**

#### Signatures

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

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

#### FOR LIBRARY OFFICE USE ONLY

Staff Approval Signature: \_\_\_\_\_

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