



COLUMBUS-LOWNDES PUBLIC LIBRARY SYSTEM

Meeting Room Reservation

Instructions & Guidelines

Quick Reference

- Maximum Reservation Period: Eight (8) consecutive weeks
 - 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
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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.

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: _____