

Application for Reservation of Program Room / Quiet Reading Room

Sherrard Public Library District offers two rooms for reservation, including the Program Room and the Quiet Reading Room. Reservation availability is dependent on library activities and needs – therefore, these rooms may not always be open for reservation. Please do not consider your reservation approved until you have received confirmation. All applicable library policies and procedures apply.

In room use involving a minor, such as tutoring, application should be completed by party who will be present during use of reservation (i.e. the tutor).

Quiet Reading Room: Comfortably seats eight individuals – perfect for small gatherings or tutoring. No food or drink is allowed (minus water with a lid), not intended for crafting projects. Reservation of QRR will take precedent over walk-in use.

Program Room: Allowable attendance and use is dependent on library activities and needs. Light food and drink are allowed. Public is limited to areas normally accessed during programs. This does not include the programming closet, cabinets, etc. or the materials therein. Applicants should plan accordingly, with consideration to tablecloths, serving materials, supplies, and cleaning materials.

Room Requested: _____ Date(s) of Reservation: _____

Start Time: _____ End Time: _____

Must be at least 15 minutes prior to close

Name of Applicant and Group / Event, if applicable: _____

Purpose of Meeting: _____

Estimated Attendance: _____

Refreshments Served: _____

The undersigned hereby indicates that she / he has read and agrees to comply with the policies and procedures governing the use of library facilities. The undersigned assumes all and exclusive responsibility for the preservation of order and the sole responsibility for any injury to persons, damage to Library facilities or Library or person property, as well as loss to personal property that may result from this use. The Sherrard Public Library District will not be responsible for any materials, equipment, or personal belongings left in the building. The Library Board requires that any group utilizing the library facilities comply with the provisions of the Americans with Disabilities Act, which requires that a meeting or materials at a meeting be provided in an accessible format in response to a request.

Date of Application: _____ Applicant's Signature: _____

Email: _____ Phone: _____

Notification Preference: Email Phone

Director / Assistant Director Approval: _____ Program Coordinator Approval (if for PR): _____

Date Confirmed with Applicant: _____