

KELLEY LIBRARY
MEETING ROOMS
REQUEST FOR ROOM USE

Participating Group/Organization/Club: _____

Contact Name: _____ Date: _____

Kelley or GMILCS member Library Card Number: _____

Group/Organization/Club Address:

Group/Organization/Club E-mail address: _____

Group/Organization/Club Website: _____

Name, address, phone, email and library card number of Salem sponsor (if different from above contact):

Date of Meeting: _____ **Start Time:** _____ **Total Time Needed:** _____

Will this be a recurring meeting? Y N

If yes, please identify the dates for the next:

6 month cycle: _____

3 month cycle: _____

I would prefer to reserve one at a time _____

Please check the room to reserve: _____ Beshara Room (25 capacity) _____ Conference Room (8 capacity)

Multiple tables and chairs are available for use in the Beshara Room. These can be configured as needed, but must be moved back at the conclusion of the meeting. The Breen Conference Room has the appropriate number of tables and chairs for its max capacity of eight (8) people. This space cannot be changed. Equipment is only available for use in the Beshara Room.

Equipment needed: _____ DVD/Blu-ray and projector _____ Computer and projector _____ Projector (for personal laptop)

I have read the Meeting Room Policy and understand it. With this signature I am verifying that my organization/group/club will abide by all policies, rules, and regulations.

Name (Please Print): _____ Date: _____

Signature: _____

Questions? Email lstevens@kelleylibrary.org for further information