



MEETING ROOM CONFIRMATION FORM/POLICY

FOR TRANSFER OF INFORMATION TO LIBRARY'S WEBSITE CALENDAR

ALL MEETING ROOM RESERVATIONS **MUST** BE LISTED ON THE WEBSITE.

The primary purpose of meeting room is for library activities. When the meeting room is not being used for a library activity, then it may be used by the community for non-profit related programming.

Reservations for regularly scheduled meetings will be accepted **up to 6 months in advance**. The Mercer County District Library reserves the right to limit the frequency of use of its meeting room, to cancel reservations and to review any or all requests before granting approval. **Reservations are made on a first come, first serve basis.**

The needs of the Library take precedence over other groups. The Mercer County District Library reserves the right to cancel prior meeting room reservations with at least 48 hours notice, or with less notice in case of emergency (weather emergencies, etc.).

MEETING ROOM USE **DATE**: _____

MEETING ROOM USE **TIME**

FROM: _____

TO: _____

GROUP: _____

CONTACT: _____

APPROX. NUMBER OF PEOPLE ATTENDING: _____

*****MEETING ROOM CAPACITY IS 48 PEOPLE*****

RESERVATION TAKEN BY: _____

DATE RESERVATION TAKEN: _____

For more information, refer to the library's website (www.MercerLibrary.org).