

**Southern Lehigh Public Library  
3200 Preston Lane  
Center Valley, PA 18034  
610-282-8825      www.solehipl.org**

**MEETING ROOM RESERVATION FORM**

**EQUIPMENT LIST**

Below is listed the equipment that the library is willing to provide and set-up. The number of pieces available is indicated in parentheses. Please mark the number of pieces requested next to each applicable item of equipment. Please keep in mind that the library or other organizations may also need equipment at the same time. You will be notified if the library cannot provide everything that is needed so that you can make alternative arrangements.

**Please check only those items needed and the number of each item needed. Library staff time is valuable and limited. Please do not require library staff to set up ahead of time more equipment than is absolutely needed for your event. Should you need more equipment for additional attendees at the time of the event, library staff will assist you.**

6' Conference Tables (12): \_\_\_\_\_ (\*Note – Please refer to policy for maximum number of tables allowed in each meeting room.)

Card Tables (3): \_\_\_\_\_

Adult chairs (40): \_\_\_\_\_

Children's chairs (will hold an adult; 35): \_\_\_\_\_

CD Player w/ iPod & iPhone docking station (1): \_\_\_\_\_

White Board & Markers (1/room): \_\_\_\_\_

Tarps to cover floor (2): \_\_\_\_\_

Podium (1): \_\_\_\_\_

Projector that connects to laptop or tablet: \_\_\_\_\_ (Connections may not be compatible with your laptop or tablet; please check with the library in advance of your program)

Projection Screen (Screen is mounted in Story Hour Center; advance notice is required for moving the screen to Community Meeting Room)

**Please return this document along with the Meeting Room Drawing that indicates how you would like the room(s) configured. Show exactly where each piece of equipment should be placed.**