

**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 unexpected attendees at the time of the event, library staff will assist you. If you know in advance that there are changes to the dates, times, or room configuration, please re-submit new rental forms. Do not email changes to the library.

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

Card Tables (3): _____

Adult chairs (100): _____

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

Bluetooth speaker (1): _____

White Board & Markers (1/room): _____

Tarps to cover floor (2): _____

Podium (1): _____

Stool for seating (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.