

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

MEETING ROOM RESERVATION FORM

Please familiarize yourself with our Meeting Room Rental Policy, Equipment List, and required documentation to make sure your meeting qualifies to be held at the library.

Organization Information:

Organization or Business Name: _____

Mailing Address: _____

City, State, Zip Code: _____

Contact Person: _____ Title: _____

Telephone: Day _____ Evening _____

E-mail: _____

Program Information:

Description: _____

Date Requested: _____ Time Requested: _____

Room Requested (See attached drawing of meeting room facilities): _____

With Kitchen: _____ Without Kitchen: _____

Estimated Attendance: _____

Please be sure to submit a completed Equipment List Form and Meeting Room Drawing so that library staff can be sure to provide what you need and set-up the room(s) to meet your specifications. Provided the library receives room rental documents and payment in advance, library staff will advise you if equipment or room set-up cannot be provided so that you have time to make alternate arrangements.

Statement of Responsibility: I have read the Policy for Meeting Room Rental for the Southern Lehigh Public Library and agree to abide by its rules. I understand that our group shall assume financial responsibility for any equipment, rental, clean up, damages or overtime fees. I understand that we will be responsible for our group and its guests while using the library's facilities. I agree to report any injury or accident occurring on the premises. I agree to abide by these and all other terms and conditions as set forth in the Southern Lehigh Public Library Meeting Room Policy and hereby acknowledge receipt of a copy of the Policy for Meeting Room Rental and Emergency Procedures.

(Signature)

(Date)

Insurance Certificates, Waiver of Liability & Indemnification, and Hold Harmless Agreement: A certificate of insurance (if applicable to my group as outlined in the library's Meeting Room Policy) that complies with the requirements on pages 4 and 5 of the Meeting Room Policy is delivered with this Meeting Room Reservation Form along with signed copies of the Waiver of Liability & Indemnification and the Hold Harmless Agreement.

Date: _____ Signature: _____

Print Name : _____

You will be called for tentative scheduling. Your date will be officially confirmed when library staff receives the Meeting Room Reservation Form, Meeting Room Drawing, Equipment List, rental fee, Insurance Certificates, (if applicable), Waiver of Liability & Indemnification, and the Hold Harmless Agreement. Make check payable to Southern Lehigh Public Library. All necessary forms and payment must be received 7 days prior to meeting. If not received within 7 days prior to the program, the meeting room reservation will be cancelled.