

Dormont Public Library

Keith Room Reservation Form

Date of Meeting: _____ Time: _____ to _____

Name of Organization: _____

For-profit
(circle one)

Non-profit

Contact Person Information:

Name _____

Phone _____ E-mail _____

Nature and Purpose of Meeting:

Expected Number of Attendees: _____ Required Number of 2 ½' x 6' tables: _____

NOTE: I understand that my organization is financially responsible for the repair of damage to rooms, furnishings and the repair for replacement of equipment including tables, chairs, kitchen appliances, etc. that is damaged or missing following this session. I also understand that my organization is responsible to clean up according to the attached checklist.

I hereby apply for use of the library's meeting room and agree to abide by the policies furnished me.

Signature: _____ Date: _____ Authorized by: _____

Special Instructions:

Payment:

Amount Due _____

Deposit Amount _____

Total Paid _____

Date Received _____

Date Received _____

Staff Initials _____

Staff Initials _____

----- FOR OFFICE USE ONLY -----

Staff Report

Room was left in () satisfactory condition () unsatisfactory condition

Explanation/ initials:

Damaged Items:

Missing Items:

Post-Event Cleanup Checklist

- 1) Please collapse all tables and chairs; hang the chairs on the chair rack and place the tables under the window.
- 2) Please place all disposable food items and their containers in garbage cans, and drain all liquids in the sink.
- 3) Please clean up any dirty, wet, or sticky surfaces on the tables, chairs, or the hardwood or carpeted floors, as well as on the sink and credenza surfaces.
- 4) Please clean Library-owned coffeepots, urns, or water pitchers and return them to the location where you found them.
- 5) Notify staff of any problems with spills, carpet stains, or any other problems you may encounter.

Thank you!