

# 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:

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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:

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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:

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**Damaged Items:**

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**Missing Items:**

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## Post-Event Cleanup Checklist

- 1) Please collapse all tables and chairs; stack chairs neatly and place the tables near 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!