



FRANKLIN PUBLIC LIBRARY MEETING ROOM SCHEDULING REQUEST FORM

- ◆ Fill this form out **completely**. Set-up preference is required before reservation can be confirmed.
- ◆ Schedule requests will not be accepted more than four months in advance of the requested date(s).
- ◆ **Your request is not scheduled until confirmed by the Library's Meeting Room Coordinator.**

Organization Name _____

Have you booked rooms at the Franklin Public Library before this? _____ Yes _____ No

Is your organization a 501(c) (3) non-profit organization? _____ Yes _____ No

Responsible Party's Name _____

Address _____ City/ST/ZIP _____

Phones (Day) _____ (Evening) _____ (Cell) _____

Email _____

Purpose of Meeting: _____ Approximate Attendance: _____

Indicate Meeting Room and Time Needed (check all that apply): [see page 2 of this form to request additional dates]

Date of Meeting (MM/DD/YY): _____

Total Time Requested for Reservation: Beginning Time: _____ Ending Time: _____

Actual Beginning Time of Your Event: _____

Meeting Rooms:

_____ Fadrow Room A _____ Fadrow Room B _____ Fadrow A&B _____ Sievert Conference Room

Setup Instructions Required for Fadrow Rooms (see page 3 of this form for room configurations and room capacities):

_____ A. Classroom _____ B. Auditorium _____ C. Closed Cube _____ D. Open Cube

Equipment needed (Equipment available on a first come, first served basis. Charges may apply. See page 4 of this form):

____ Video Projector ____ Microphone(s) ____ Kitchen ____ Laptop Computer ____ Lectern ____ Dry Erase Board

I have read and agree to abide by the Meeting Room Use Policy & Procedures (currently in force), and confirm that this room will not be used for commercial purposes.

Signature of Responsible Party or Designee: _____

Print Name: _____ Today's Date (MM/DD/YY): _____

To reserve a meeting room, contact the Meeting Room coordinators at (414) 425-8214, x6603, or FPLmeetingrooms@mcfls.org.

Individuals requesting accommodation for disabilities should contact the library at (414) 425-8214, x6603 or

FPLmeetingrooms@mcfls.org. Reasonable accommodations will be made as quickly as possible, often within a week.

Please use this page to request up to three (3) additional reservation dates using the ***SAME ROOM AND SETUP*** as the requested date on page 1 of this form.

To request a different room or a different setup from the one on page 1, please fill out an additional, separate room scheduling request form (available at franklinpubliclibrary.org. Click on the “About” menu).

Date of Meeting (MM/DD/YY): _____

Total Time Requested for Reservation: Beginning Time: _____ Ending Time: _____

Actual Beginning Time of Your Event: _____

Date of Meeting (MM/DD/YY): _____

Total Time Requested for Reservation: Beginning Time: _____ Ending Time: _____

Actual Beginning Time of Your Event: _____

Date of Meeting (MM/DD/YY): _____

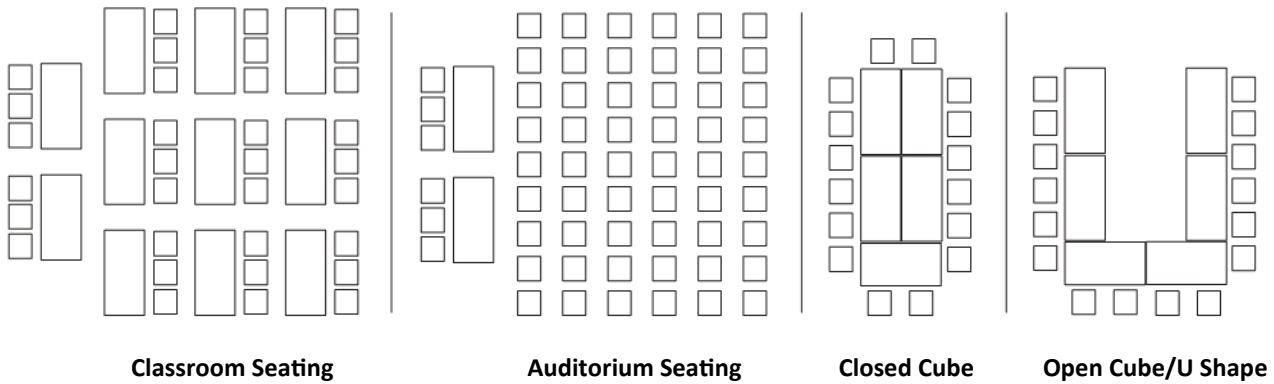
Total Time Requested for Reservation: Beginning Time: _____ Ending Time: _____

Actual Beginning Time of Your Event: _____

MEETING ROOM SETUPS

<u>Rooms</u>	<u>Available Layouts</u>	<u>Maximum # of people</u>
Fadrow A	Auditorium	70
	Classroom	36
	Closed Cube	24 or 36
	Open/U Shaped Cube	18 or 24
Fadrow B	Auditorium	40
	Classroom	24
	Closed Cube	24 or 36
	Open/U Shaped Cube	18 or 24
Fadrow A&B	Auditorium	175
	Classroom	90
Sievert Conference Room	Conference Table	10
	Conference Table & 6 side chairs	16

* Franklin Public Library has 175 chairs and 30 tables for the Fadrow Rooms



FADROW ROOM FEES

For profit organization located in Franklin:

- ◆ \$40 per room section for up to 4 hours in a day;
- ◆ \$50 per room section for 4 or more hours in a day;
- ◆ \$15 for use of kitchen;
- ◆ \$10 for use of A/V equipment (microphones/laptops/projector).

For profit organization located outside of Franklin:

- ◆ \$80 per room section for up to 4 hours in a day;
- ◆ \$100 per room section for 4 or more hours in a day;
- ◆ \$25 for use of kitchen;
- ◆ \$20 for use of A/V equipment (microphones/laptops/projector).

Nonprofit 501(c)3 located in Franklin:

- ◆ \$20 per room section for up to 4 hours in a day;
- ◆ \$30 per room section for 4 or more hours in a day;
- ◆ \$15 for use of kitchen;
- ◆ \$10 for use of A/V equipment (microphones/laptops/projector).

Nonprofit 501(c)3 located outside of Franklin:

- ◆ \$40 per room section for up to 4 hours in a day;
- ◆ \$50 per room section for 4 or more hours in a day;
- ◆ \$15 for use of kitchen;
- ◆ \$10 for use of A/V equipment (microphones/laptops/projector).

SIEVERT CONFERENCE ROOM FEES

For profit organization located in Franklin:

- ◆ \$20 for up to 4 hours in a day;
- ◆ \$30 for 4 or more hours in a day;
- ◆ \$10 for use of A/V equipment (laptops/projector).

For profit organization located outside of Franklin:

- ◆ \$30 for up to 4 hours in a day;
- ◆ \$40 for 4 or more hours in a day;
- ◆ \$15 for use of A/V equipment (laptops, projector).

Nonprofit 501(c)3 located in Franklin:

- ◆ \$10 for up to 4 hours in a day;
- ◆ \$20 for 4 or more hours in a day;
- ◆ \$5 for use of A/V equipment (laptops/projector).

Nonprofit 501(c)3 located outside of Franklin:

- ◆ \$15 for up to 4 hours in a day;
- ◆ \$20 for 4 or more hours in a day;
- ◆ \$10 for use of A/V equipment (laptops/projector).