

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

Responsible Party's Name _____

Address _____ City/ST/ZIP _____

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

Email _____

Purpose of Meeting _____ Approximate Attendance: _____

Indicate Meeting Room(s) and Time(s) Needed (check all that apply):

Date of Meeting: ___/___/___

Time Needed: Beginning: _____ AM / PM Ending: _____ AM / PM

Actual Time(s) of the Event(s) _____

Meeting Rooms:

___ Fadrow Room A ___ Fadrow Room B ___ Fadrow Room A&B ___ Sievert Conference Room

Setup Instructions Required for Fadrow Rooms (see page 2 of this form for room configurations and room capacities):

___A. Classroom ___B. Auditorium ___C. Closed Cube ___D. Open Cube

Equipment needed: (Note: equipment is available on a first come, first served basis. Charges may apply.)

___Video Projector & Screen ___Lectern ___Laptop Computer ___Easel(s) ___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.

TOTAL FEE: \$ _____ (see page 3 of this form for schedule of Room Reservation Fees)

Signature of Responsible Party or Designee: _____

Print Name: _____ Date: _____

[Date Payment Received: _____ Staff Initials: _____]

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

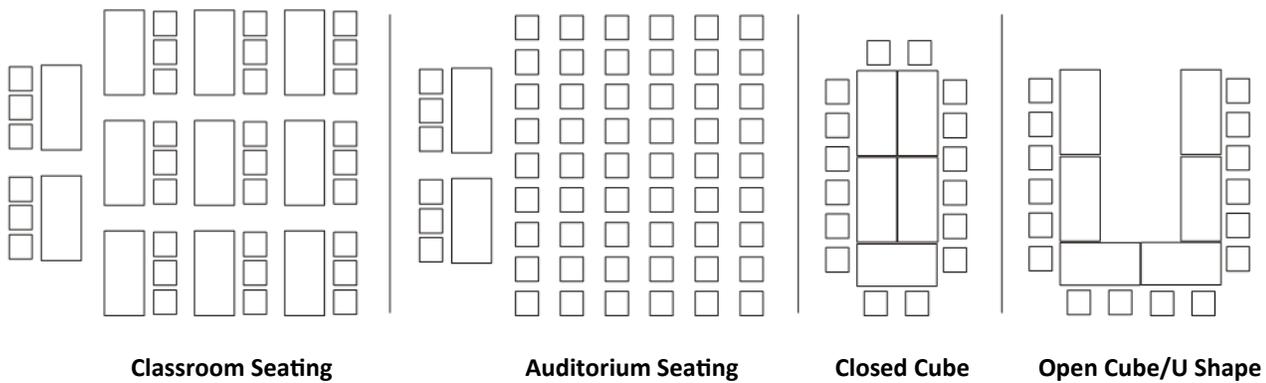
Individuals requesting accommodation for disabilities should contact the library at (414) 425-8214, x6603 or

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

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 up to 4 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 up to 4 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).