



# 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(c3) 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(s) and Time(s) Needed (check all that apply):*

Date of Meeting: \_\_\_/\_\_\_/\_\_\_

Total Time Requested for Reservation:    Beginning: \_\_\_\_\_    Ending: \_\_\_\_\_

Actual Beginning Time(s) of the Event(s) \_\_\_\_\_

### Meeting Rooms:

\_\_\_ Fadrow Room A    \_\_\_ Fadrow Room B    \_\_\_ Fadrow 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 (Equipment available on a first come, first served basis. Charges may apply. See page 3 of this form):

\_\_\_ 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.*

Signature of Responsible Party or Designee: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

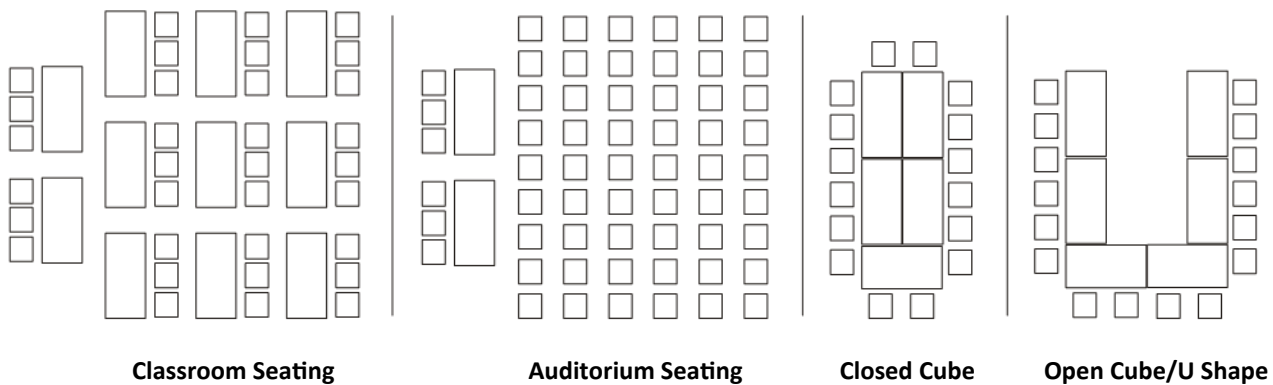
Individuals requesting accommodation for disabilities should contact the library at (414) 425-8214, x6603 or

[FPLmeetingrooms@mcfls.org](mailto: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/laptop/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, laptop, 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/laptop/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/laptop/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 (laptop/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 (laptop, projector).

Nonprofit 501(c)3 located in Franklin:

- ◆ \$10 for up to 4 hours in a day;
- ◆ \$20 for more than 40 hours in a day;
- ◆ \$5 for use of A/V equipment (laptop/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 (laptop/projector).