



Date of Meeting: _____

Confirmed Date: _____

FRANKLIN PUBLIC LIBRARY MEETING ROOM SCHEDULING REQUEST FORM

- ❖ Fill out both sides of this form **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 Program and Outreach 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):

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

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

Meeting Rooms:

Fadrow Community Rooms*

Fadrow A

Fadrow B

Fadrow A&B

Sievert Family Conference Room

Large Study/Meeting Rooms

(Visit the Information Desk to reserve Large Study/Meeting Rooms)

Technology Lab

Room Fees

❖ Fadrow Room(s)

- \$40.00 per room section for up to 4 hours in a day
- \$50.00 per room section for 4 or more hours in a day
- \$25.00 for use of the kitchen

❖ Sievert Family Conference Room and Technology Lab

- \$20.00 for up to 4 hours in a day
- \$30.00 for 4 or more hours in a day

❖ Fees do not apply to Franklin Public Library and affiliated organizations, units of government, or public schools serving Franklin

Setup Instructions Required (see back for Room Configurations and room capacities):

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

Equipment needed (available on a first come, first served basis at **NO CHARGE**):

Video Projector & Screen Lectern Laptop Computer Easel(s)

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: \$ _____ [Date Payment Received: _____ Staff Initials: _____]

Signature of Responsible Party or Designee: _____

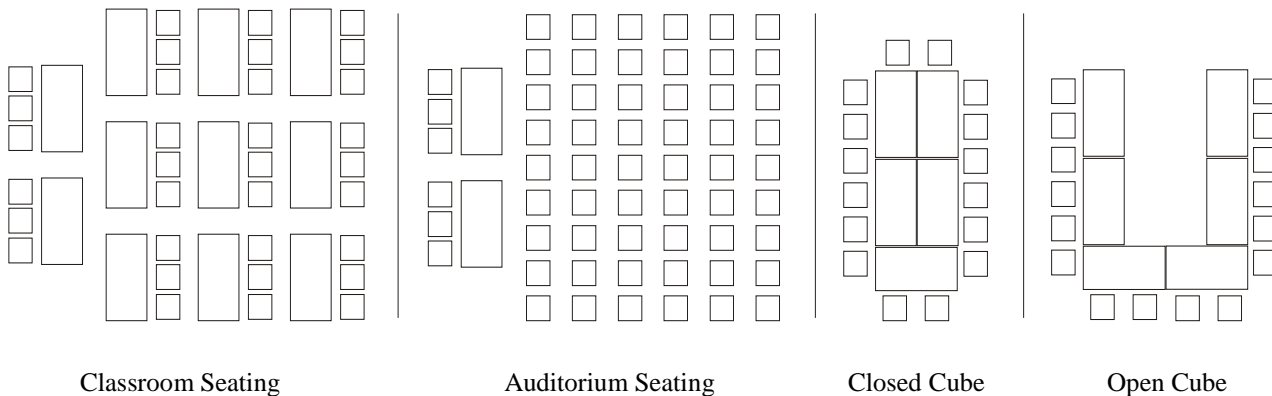
Print Name: _____ Date: _____

Meeting Room Set Up

<i>Rooms</i>	<i>Available Layouts</i>	<i>Maximum # of People</i>
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
Tech Lab	Computer Class	12
	Meeting Space	20

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

Meeting Room Seating Configuration Examples:



To reserve a meeting room, contact Caitlin Sprague, Programming & Outreach Coordinator, at 414-425-8214, ext. 6211, or Caitlin.Sprague@mcfls.org.

Individuals requesting accommodation for disabilities should contact Assistant Library Director Jennifer Loeffel at 414-427-7548 or Jennifer.Loeffel@mcfls.org. Reasonable accommodations will be made as quickly as possible, often within a week.