



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 Community Rooms*

Fadrow A

Fadrow B

Fadrow A&B

Sievert Family Conference Room

CreateSpace

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 CreateSpace

- \$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 for Fadrow Rooms (see back of this form 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) 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: \$ _____ [Date Payment Received: _____ Staff Initials: _____]

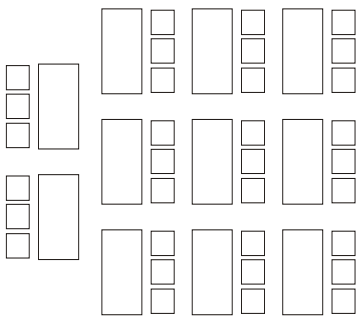
Signature of Responsible Party or Designee: _____

Print Name: _____ Date: _____

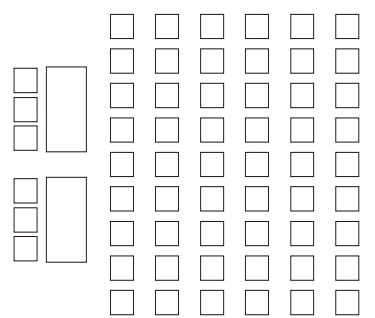
Meeting Room Set Up

<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
CreateSpace	Computer Class	12
	Meeting Space	20

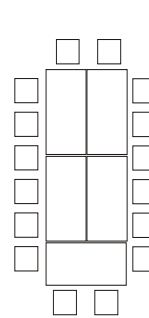
* Franklin Public Library has 175 chairs and 30 tables for the Fadrow Rooms



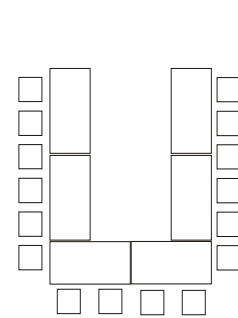
Classroom Seating



Auditorium Seating



Closed Cube



Open Cube/U Shape

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.