

Pembroke Public Library Meeting Room

Reservation Request Form

Pembroke Public Library Meeting Room Policy

- The Pembroke Public Library Meeting Room may be reserved by individuals, organizations, businesses, and other groups. This tax-supported facility may be used only by groups whose membership is open to all without restriction based upon race, sex or religious creed. The Room's capacity is 80 people.
- Please leave Room as found. If the furniture is rearranged it should be returned to the original arrangement.
- Permission to use Library Meeting Room may be withheld from groups that have failed to comply with the Pembroke Public Library's Meeting Room Policy and from any group that damages the Room, carpet, equipment, or furniture, or causes a disturbance.

Please complete the following:

Meeting Date _____ Meeting Time _____

Name of Individual or Organization and Representative _____

Individual or Representative Address _____

Individual or Representative Phone Number _____

Individual or Representative Email _____

Check the applicable cost(s) on the charts.

Group/Individual	Resident	Non-Resident
Personal	\$20.00 <input type="checkbox"/>	\$25.00 <input type="checkbox"/>
Not-for Profit	\$20.00 <input type="checkbox"/>	\$25.00 <input type="checkbox"/>
Business	\$25.00/hour, up to 4 hours <input type="checkbox"/>	
	5+ hours, up to a full day: \$100.00 <input type="checkbox"/>	
Tutors Not Charging a Fee	Free <input type="checkbox"/>	
Tutors Charging a Fee (maximum 8 people)	\$10.00 <input type="checkbox"/>	
Proctoring (always unsupervised)	\$30.00 <input type="checkbox"/>	

Equipment	Cost	
Podium	Free	<input type="checkbox"/>
Floor Screen	\$1.00	<input type="checkbox"/>
32" Television & VCR/DVD Player	\$10.00	<input type="checkbox"/>
Multimedia Projector with Cart (In-library use only)	\$35.00	<input type="checkbox"/>
Multimedia Projector (Can be checked out)	\$35.00	<input type="checkbox"/>
Computer Lab Personal/Not-for-Profit	\$25.00	<input type="checkbox"/>
Computer Lab Business/For Profit	\$50.00	<input type="checkbox"/>

My signature below indicates that I have read the Pembroke Public Library Meeting Room Policy and I agree to ensure that I, and/or my organization, will abide by said Policy.

Signed _____ Date _____