

Rutland Free Library Meeting Room Reservation

Date Requested:_____ Room: Fox Room (capacity 160) Small Mtg Rm (capacity 10)

Event Start Time:_____ Event End Time:_____ We reserve an extra 30 minutes for setup and cleanup

CONTACT INFORMATION IS REQUIRED & WILL APPEAR ON OUR WEBSITE

Contact Name:_____

Email: _____ Phone: _____

Title of Event: _____

Event Description (for use on calendar): _____

Fox Room Equipment Needed:

___ Chairs (approx 100 available)

___ Steinway Grand Piano

___ Folding Tables (9 6' x 2.5' available)

___ Theater Lighting

___ Microphone

___ Podium

___ Laptop

___ LCD projector and sound system

Small Meeting Room Equipment Needed:

___ Large Screen Zoom / Google Hangout

NOTE: The group is responsible for setting up the room for the event. Once it is over, we'll put away the furniture and equipment.

I, the undersigned, having read the policy and room use regulations governing the meeting room(s), accept the responsibilities stated therein:

(Signature) _____

Please return signed form to Meeting Room, Rutland Free Library, 10 Court St, Rutland, VT 05701 or email the Assistant Director at amy@rutlandfree.org. Questions? Call 802-773-1860 or email amy@rutlandfree.org