

Appendix B – Meeting Room User Agreement

Miami Public library Meeting Room User Agreement (Revised 12/2021)

Name of group: _____

Name of contact person: _____

Phone number of contact person: _____

Email address for contact (optional): _____

Date of meeting: _____

Time of meeting: _____

How many total participants are
expected: _____

Equipment requested for meeting:

- ____ Laptop
- ____ Projector
- ____ Big screen TV
- ____ Document camera

Room Needed:

- Large Meeting Room (up to 50 people)
- Small Meeting Room (up to 15 people)

We agree to abide by the policies of the Miami Public library regarding the use of the meeting room, computer lab, and library equipment. The Miami Public library reserves the right to deny the use of its meeting rooms to any sponsoring group who knowingly violates any part of the Meeting Room Procedure. Also, we acknowledge that typing our name below constitutes a legal signature.

Signed: _____
(above listed contact person)

Date: _____

Staff Use:

- ____ For Profit
- ____ Not For-Profit
- ____ Educational Use
- ____ Hours Needed
- ____ Donation Made: \$_____ (non-refundable)

Note:

Staff Name: _____

Staff Signature: _____