



MEETING ROOM USE RESPONSIBILITY FORM

Columbia Heights Public Library: 3939 Central Avenue NE, Columbia Heights, MN 55421 • 763-706-3690

Meeting Room Use Responsibility: I, the undersigned, as a representative of the organization named below, understand that my group and I will leave the meeting room of the Columbia Heights Public Library in good condition after our use. Any damage incurred as a result of our use of the room will be the responsibility of the representative and group. I have received and read a copy of the current Meeting Room Use Policy.

I understand that the Library is not a sponsor of my program/meeting, and that it assumes no responsibility for the program or contents therein. Notices, promotions, and advertisements for the event may list the Library only as the location, will clearly identify the program sponsor, and will not imply any Library endorsement or sponsorship.

I further guarantee that the room will not be used for any commercial purpose by myself or the group. If my meeting anticipates more than 14 attendees, I will instruct them to park in municipal lots/ramps on the west side of Central Ave, not in the library parking lot.

REPRESENTATIVE			YES: <input type="radio"/> NO: <input type="radio"/>
	FIRST NAME	LAST NAME	COLUMBIA HEIGHTS RESIDENT?
	E-MAIL ADDRESS	PHONE (CELL)	PHONE (HOME OR WORK)
MAILING ADDRESS			

GROUP		YES: <input type="radio"/> NO: <input type="radio"/>
	GROUP NAME	BASED IN COLUMBIA HEIGHTS?
	MAILING ADDRESS	

AVAILABLE ROOM DETAILS				
NAME	CAPACITY	AMENITIES	AVAILABILITY	COST
COMMUNITY ROOM (#100)	10-100	WHITEBOARD, PROJECTION SCREEN*, SPEAKERPHONE**	MON-THU: 9am -7:30pm; FRI: 9am-5pm; SAT: 10am-3:30pm	\$0
HISTORY ROOM (#130)	3-12	WHITEBOARD, DIGITAL SCREEN*, SPEAKERPHONE**	LIBRARY OPEN HOURS	\$0
CONFERENCE ROOM (#132)	3-6	WHITEBOARD, DIGITAL SCREEN*	LIBRARY OPEN HOURS	\$0
CRAFT ROOM (#136)	3-8	WHITEBOARD, DIGITAL SCREEN*	LIBRARY OPEN HOURS	\$0

STUDY ROOMS (#133, #134, #135) ARE FIRST-COME-FIRST-SERVED FOR 1-3 PERSONS (NO FORM REQUIRED).
ROOM #130, #132, AND #136 ARE ALSO AVAILABLE FIRST-COME-FIRST-SERVED WITHOUT A RESERVATION FOR GROUPS OF 3+ (NO FORM REQUIRED).
*REQUIRES A PERSONAL DEVICE WITH AN HDMI A/V CONNECTION. **LOCAL CALLS ONLY

REPRESENTATIVE'S SIGNATURE	DATE

WOULD YOU BE INTERESTED IN RESERVING THE COMMUNITY ROOM AFTER THE LIBRARY IS CLOSED? _____

STAFF USE ONLY	
RECEIVED BY:	RECEIVED DATE:
NOTES:	