



## MEETING ROOM CONFIRMATION INFORMATION

If you must cancel, please contact us at 736-9920 as soon as you are aware of the change.

Date of request: \_\_\_\_\_

Date of meeting: \_\_\_\_\_ Organization/Department: \_\_\_\_\_

Person Responsible for Room Reservation: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Number of people attending: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Administrative Initial: \_\_\_\_\_

## Epsom Public Library Meeting Room Checklist

After your meeting, please complete the following tasks, initial the checklist and leave it with the appropriate staff person (see bottom of checklist), or leave in the room if the Library is closed.

\_\_\_ Room: Set up in original fashion.

\_\_\_ All windows are closed and locked.

\_\_\_ Heat and air conditioning will be regulated by Library staff – DO NOT TOUCH.

\_\_\_ Lights turned off if you're closing up after hours. (NOTE: No switch for the 24-hour lights.)

\_\_\_ Main door locked if after hours/weekend.

\_\_\_ All meeting items and trash should be removed from meeting room (extra handouts, food, boxes, equipment) and taken from the premises.

\_\_\_ Carpet vacuumed (cleaning supplies are provided).

How many people attended your meeting? \_\_\_\_\_

Name of Person Responsible for Use of Room: \_\_\_\_\_ Date: \_\_\_\_\_

Please return to: \_\_\_\_\_

Thank You,

Epsom Public Library