

**MERIDIAN LIBRARY DISTRICT  
MEETING ROOM RESERVATION FORM**

Date \_\_\_\_\_ Room \_\_\_\_\_

Time function begins \_\_\_\_\_ Time function ends \_\_\_\_\_

Group reserving \_\_\_\_\_

Organization's representative \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Attendance Expected: \_\_\_\_\_ Refreshments \_\_\_\_\_ Yes \_\_\_\_\_ No

Is your organization \_\_\_\_\_ cultural \_\_\_\_\_ governmental \_\_\_\_\_ non-profit

Explain purpose of meeting:

**Non-refundable fees:**

**Large Meeting room capacity 150: \$50**

**Large Meeting room catered or with food: \$100**

**I have read the "Use of Meeting Room Policies" and agree to comply with them. I understand that failure to comply with these rules may result in expulsion and denial of future reservations. I understand that the Meridian Library District and its insurers shall not be responsible or liable for loss or damage to any items owned by me or my group that are used during our event.**

Signed \_\_\_\_\_

**Name and position in organization**

**Contact:**

**1326 W. Cherry Lane  
Meridian, ID 83642  
Fax: 884-0745**