



Meeting Room Reservation Form

The Highland County Public Library Meeting Room (the Mountain View Room) may be used by approved groups if the following requirements are met:

1. The reservation form below is completely filled out and submitted to the Librarian. This can be done in person, or by leaving the completed form at the library and confirming it by phone or email. **THE RESERVATION IS NOT COMPLETED UNTIL CONFIRMED WITH THE LIBRARIAN.**
2. The day and event are recorded on the master calendar, kept by the Librarian.
3. If the room is to be used over an extended period of time (more than 6 consecutive weeks), the use must be approved by the Library Board.
4. A specified adult is responsible for:
 - a. Getting and returning the key to the Sheriff's Office
 - b. The way the room is used during the event.
 - c. Any damage or loss to the building or its contents.
 - d. Leaving the building clean and locked.
5. The room is not allowed to be used for fundraising or sales.
6. Unless the Librarian is present, only the Mountain View Room and adjoining rest room are to be used.
7. Any group failing to abide by these rules forfeits its right to use the Highland County Public Library as a meeting place.

Mountain View Room Reservation Form

We wish to reserve the Mountain View Room on (date) _____

From (start time) _____ to (end time) _____

We will follow the requirements written above.

GROUP _____

RESPONSIBLE ADULT (Print) _____

RESPONSIBLE ADULT (Signature) _____

PHONE _____ TODAY'S DATE _____

APPROVED BY LIBRARIAN _____