

# ROOM RESERVATION CHECKLIST

## TITLE OF MEETING:

Title: \_\_\_\_\_

## MEETING ROOM REQUESTED:

## DATE AND HOURS REQUESTED:

- |                                                                            |              |
|----------------------------------------------------------------------------|--------------|
| <input type="checkbox"/> Computer Lab ( <i>seats 8</i> )                   | Date: _____  |
| <input type="checkbox"/> Council Chamber ( <i>seats 160</i> )              |              |
| <input type="checkbox"/> NW Conference Room ( <i>seats 16-18</i> )         | Hours: _____ |
| <input type="checkbox"/> Public Works Conference Room ( <i>seats 6-8</i> ) | Fee: _____   |

## REFRESHMENTS:

## STAFF/COUNCIL MEMBER RESPONSIBLE:

- |                                                               |       |
|---------------------------------------------------------------|-------|
| <input type="checkbox"/> Coffee (Regular –\$10.00 for 2 pots) | _____ |
| <input type="checkbox"/> No Coffee                            | _____ |

## CONTACT INFORMATION:

Contact Person For Meeting Setup: \_\_\_\_\_

Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

## AUDIOVISUAL EQUIPMENT NEEDS:

- |                                                       |                                                                   |
|-------------------------------------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> Conference Phone             | <input type="checkbox"/> LCD projector                            |
| <input type="checkbox"/> Easel and paper charts       | <input type="checkbox"/> Overhead transparency projector & screen |
| <input type="checkbox"/> *Film Meeting (Extra Charge) | <input type="checkbox"/> Podium w/microphone                      |
| <input type="checkbox"/> Internet Access              | <input type="checkbox"/> VCR/DVD Player & TV Monitor              |

## REGULATIONS:

- The room will be left clean and in the condition it was found.
- Place tables and chairs back to the position found at the time of entry to the room, unless otherwise instructed.
- Reserving party will be charged for any damage incurred to the furnishings, fixtures, or carpet during the meeting.
- Meeting room participants will not use street level parking beneath or in front of Lincoln Square unless participants require access to handicapped parking.
- No alcoholic beverages are permitted on the premises. Smoking is not allowed inside the building.
- Open flames or candles of any kind are not permitted.
- Decorations shall not be applied to the walls without prior approval of the City Manager.
- Meetings will be open to any member of the public who may wish to attend. No admission charges will be permitted except for charitable events approved by the City Manager.

\* For filming meetings - \$25.00/hr plus \$15.00 for each DVD copy