

ROOM SET UP
FOR THE USE OF MEETING ROOM FACILITIES
HOMWOOD PUBLIC LIBRARY

Auditoriums and meeting rooms will be set up **Auditorium Style**. Any request for a set up other than auditorium style must be made at the time the reservation is made or at least one week in advance.

Special Set Up can only be done by library personnel and will require an **ADDITIONAL FEE**. If you need a **Special Set Up** for the room, please fill out this form.

Name: _____ Room Reserved: _____

Date of Reservation: _____ / _____ / _____ to _____
Weekday Month/Day/Year Time

Arrangement Needed: _____
(tables, chairs, etc.) _____

Drawing of Layout:

Anything **UNIQUE** about this program: _____

Today's Date: _____ / _____ / _____