

Universal City Public Library

Meeting Room Reservation Request Form

Meeting Room Availability:
Sunday/Monday: 8:00 AM - 10:00 PM
Tuesday-Thursday: 6:15 PM - 10:00 PM
Friday: 5:15 PM - 10:00 PM
Saturday: 3:00 PM - 10:00 PM

Instructions: Please read the Meeting Room Policy prior to completing this form. Reservations must be made by an adult over 18 years of age with a valid Universal City Public Library card in good standing. The completed request form must be given to a staff member during business hours. The room is not booked until the library receives the completed form and the director has approved the request. An email/phone call/or verbal confirmation will be provided by a library staff when approved or denied. **Meeting room may not be used for any commercial purposes.** Reservations for usage or multiple usage of the meeting room are subject to quarterly renewals.

Quarterly Reservation Requests open on the following dates: December 1 (January - March) / March 1 (April - June) / June 1 (July - September) / September 1 (October - December)

Name of primary representative: _____ Library Card Number: _____

Name of secondary representative (if applicable): _____ Library Card Number (if applicable): _____

Type of Organization: Business _____ Nonprofit _____ City Affiliated _____ Individual _____

Organization Name: _____

Contact Phone Number: _____ Email: _____

Meeting Date: _____ (use back of form for additional dates)

Meeting Purpose: _____

Will you need Projector Access? : Yes ___ No ___

Appx. Number of Attendees: _____

Start Time: _____ End Time: _____ ***Key card to be picked up during business hours**

As the authorized representative of the above organization, I agree to follow all the rules and procedures in the Meeting room policy and understand that my organization or I will be responsible for any damages, losses or cleaning expenses that may result in our use of the meeting room. I agree to assume responsibility for the security of the room and for leaving it in the same order I found it. I agree to report my meeting attendance to the staff the next business day. I agree to pick up the key to the room before my meeting time occurs when notified, either the day before or the day of, and will return the key in person to a staff member the following business day.

Signature: _____ Date: _____

Library Use Only:
Reservation Status: Approved ___ Denied ___ Reason for denial _____

Step 1: Date Request was received: _____ Staff Member taking the request: _____

Meeting Room has been tentatively reserved in the Google Calendar (w/ correct format): _____

Step 2: Date Director Approved: _____ Key card Needed? Circle one: YES NO

Step 3: Key Card Name and Number: _____ Date patron was contacted to confirm reservation: _____

Step 4: Date the Key Card was picked up by patron: _____

Step 5: Date the Key Cards was returned: _____ #Attended: _____



Meeting Date _____ Start Time* _____ End Time* _____

Staff Use Only:

Meeting Room has been tentatively reserved in the Google Calendar (w/ correct format): _____

Key Card Name/Number: _____ Date Patron was contacted to confirm reservation: _____

Date the Key Card was picked up by the Patron: _____

Date Key Card Returned: _____ # Attended _____

Meeting Date _____ Start Time* _____ End Time* _____

Staff Use Only:

Meeting Room has been tentatively reserved in the Google Calendar (w/ correct format): _____

Key Card Name/Number: _____ Date Patron was contacted to confirm reservation: _____

Date the Key Card was picked up by the Patron: _____

Date Key Card Returned: _____ # Attended _____

Meeting Date _____ Start Time* _____ End Time* _____

Staff Use Only:

Meeting Room has been tentatively reserved in the Google Calendar (w/ correct format): _____

Key Card Name/Number: _____ Date Patron was contacted to confirm reservation: _____

Date the Key Card was picked up by the Patron: _____

Date Key Card Returned: _____ # Attended _____

Meeting Date _____ Start Time* _____ End Time* _____

Staff Use Only:

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Meeting Date _____ Start Time* _____ End Time* _____

Staff Use Only:

Meeting Room has been tentatively reserved in the Google Calendar (w/ correct format): _____

Key Card Name/Number: _____ Date Patron was contacted to confirm reservation: _____

Date the Key Card was picked up by the Patron: _____

Date Key Card Returned: _____ # Attended _____

Per policy you are limited to six (6) reservations in a quarter with up to two (2) reservations in a month. Quarterly Reservation requests are on a first come, first serve basis . Quarterly Reservation Requests open on the following dates: December 1 (January - March) / March 1 (April - June) / June 1 (July - September) / September 1 (October - December).

**Meeting Room Reservation requests may be submitted during the library's open hours only.*