



Facility Use Application

Albany Public Library
2450 14th Avenue SE
Albany, OR 97322-6880



Name of Organization/Group: _____

Description of Event or Activity: _____

Name: _____ Title: _____

Phone: _____

Email: _____

Address: _____

City, State, Zip: _____

Date(s) of Event: _____ Start Time: _____ End Time: _____

Approx. # of People Expected: _____

(Choose One)

Full Meeting Room (Max Capacity: 312 with Chairs, 145 with Tables & Chairs)

Half Meeting Room (Max Capacity: 148 with Chairs, 69 with Tables & Chairs)

Yes No Will you need use of the kitchenette?

AV: Both halves of the full meeting room have a large TV, a projector, and a projection screen. There is a wall-mounted panel where you can connect your own equipment to the system. Available connections: HDMI and VGA with a 1/8" audio input. Microphones are available upon request. The Library does not provide AV cords in the meeting rooms. If you have an Albany Public Library Card, you may check one out at Circulation.

Yes No Will you be using AV equipment?

Yes No Will you need use of the microphones?

Yes No Have you used Library AV before?

I acknowledge that I have received a copy of the Albany Public Library Facility Use Policy and that my organization/group will comply with the policy and procedures while using the Library as well as the posted Rules of Conduct. I understand that if my organization/group fails to comply with these policies and procedures or if there is damage to Library facilities or equipment because of my organization/group's actions, future use of the Library will be denied.

Signature

Date

Please submit this form in person or via U.S. Mail to **Albany Public Library, 2450 14th Avenue SE, Albany, OR 97322** or by email to aplreservations@albanyoregon.gov.

FOR LIBRARY USE ONLY

Date Received _____

Library Staff Initials: _____

Approved

Approved with Changes

Denied