**Burlingame Public Library**

**Upper Level Meeting Room - Request to Schedule Event**

**Please complete this form and return it to**

**Sidney Poland -** [**poland@plsinfo.org**](mailto:poland@plsinfo.org) **- 650-558-7404**

|  |  |
| --- | --- |
| ***Contact Information*** | |
| Contact Person | Click or tap here to enter text. |
| Group Name | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| Phone # | Click or tap here to enter text. |
| E-mail address | enter email address. |

|  |  |
| --- | --- |
| ***Event Information*** | |
| Event Date | Click or tap to enter a date. |
| Event Time | Click or tap here to enter text. |
| Nature of Event | Enter nature of event here. |
| Estimated Attendance  *Seating Capacity 16* | Click or tap here to enter text. |

|  |  |
| --- | --- |
| ***Tech Equipment Available*** | |
| Projector/Screen/DVD | Wireless Mouse |
| Speaker Phone – 20 participants | Wireless Keyboard |
| Pointer/Slide - Advancer | Conference Webcam (Logitech) |
| HDMI/ USB – C connector | Conference Speaker (Clear One) |
| Apple Thunderbolt connector |  |

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| --- | --- |
| ***Equipment and Fees*** | |
| *Room fee includes use of tech equipment and staff assistance. Staff assistance must be requested before the event.  Request staff assistance?* ***YES***  ***NO*** | |
| **Room Fee (4 Hours)** | **$70** |

Signature here

Responsible Party