**Burlingame Public Library**

 **Lane Community Room - Request to Schedule Event**

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

**Sidney Poland -** **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 80*** | Click or tap here to enter text. |
| Presentation Device  |  PC [ ]  Apple [ ]  None [ ]   |

|  |
| --- |
| ***Room Setup*** |
| *Set up designs below can be customized for your needs. Plans are not exact, but close to relative scale and are shown at or near maximum capacity. Select one below* |
| **Theatre** | **Classroom** | **Discussion** | **U-Shape** | **Conference** | **Banquet** |
|  |  |  |  |  |  |
|[ ] [ ] [ ] [ ] [ ] [ ]
| **# Tables** 20 max | **# Chairs** 80 max | **Podium** [ ]  | **Easel** [ ]  |

|  |
| --- |
| ***Tech Equipment Available*** |
| [ ]  Projector/Screen/DVD | [ ]  Pointer/Slide - Advancer |
| [ ]  Laptop (for use with projector) | [ ]  Microphones with speaker system |

|  |
| --- |
| ***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)** | **$130** |

Signature here

Responsible Party