**Burlingame Public Library**

**Lane Community 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 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