**Burlingame Public Library**

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

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

**Sidney Poland -** **poland@plsinfo.org** **- 650-558-7404**

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| ***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. |

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| ***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. |

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| ***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