

Herman Brown Free Library

100 E. Washington
Burnet, Texas 78611
Phone: 512-715-5228 Fax: 512-715-5249
www.hermanbrownlibrary.org

Email: hbfl@burnetcountylibrary.org

RESERVATION REQUEST FORM

GOODRICH MEETING ROOM (Seats 80)

The library does not have laptop or computer projection equipment available for public use.

Organization Name _____

Organization function (please be specific): _____

Approximate number of attendees _____

Meeting Date _____ **Time:** _____ Times with set up & clean up: _____ - _____

Meeting Purpose: _____

_____ **Initial** I/We are aware that the library publicizes information about groups in library calendars, promotions and articles in public media (including print, digital and e-formats).

_____ **Initial** if we have your permission to provide your name and phone number/email to persons requesting more information about your group.

Contact Person _____ Day Phone _____

Address _____ Evening Phone _____

City _____ State _____ Zip _____ email _____

Alternate Contact Person _____

Phone _____ email _____

_____ Date _____

Signature of person responsible*

*You and your group have read the Burnet County Library System Meeting Room Policy, fully understand and agree to the provisions and limitations as stated in the Policy and accept responsibility for securing the building.

Accepted by: _____ Employee initials

Key Check-Out

Name/Key # _____ Date _____

_____ I understand the key return policy and that after hours keys are returned through the library book "night" returns slot.