



# HOMER PUBLIC LIBRARY Meeting Room Request\*

500 Hazel Ave, Homer AK, 99603  
www.cityofhomer-ak.gov/library  
907.235.3180

\*Meetings are subject to approval by the Library Director. You should not advertise your meeting or assume your request has been approved until you receive confirmation from staff.

## MEETING INFORMATION

Name of organization \_\_\_\_\_

Person responsible during meeting \_\_\_\_\_

Mailing address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Subject or purpose of meeting \_\_\_\_\_

- My meeting is free to attend, open to the public, and non-commercial.
- This is a private meeting (I will pay a fee for use and schedule during closed hours.)

Requested date \_\_\_\_\_ Start time \_\_\_\_\_ End time \_\_\_\_\_  
(including set-up) (must be out of room by this time)

Library hours are Mon/Wed/Fri/Sat 10:00am–6:00pm and Tues & Thur 10:00am–8:00pm.

## EQUIPMENT NEEDS

In addition to tables and chairs, a white board and large projector screen are set up in the room.

The library will provide you with any of the following items if you request them at this time:

### MEDIA EQUIPMENT

- TV for projection (using your computer)
- TV & library computer
- TV & DVD/BluRay player
- Document camera (digital overhead)
- Slide or 16 mm film projector
- Overhead projector

### REFRESHMENT

- Electric tea kettle
- Coffee pot, 12-cup

### COMMUNICATION

- Conference telephone (Phone only: Connection hosting service is your responsibility)
- TV & video conference equipment (Staff will contact you for set-up details)

I understand that a responsible party must provide a valid ID and signature to gain access to the Meeting Room. I have read the regulations (available by request or at [www.cityofhomer-ak.gov/library/meeting-room](http://www.cityofhomer-ak.gov/library/meeting-room)) and I am responsible for observing those regulations while at the Homer Public Library. If approved, I will not publicize my meeting in a manner that suggests Library sponsorship or affiliation.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Submit this form in-person at the library, fax to 907.235.3136, or email [circ@cityofhomer-ak.gov](mailto:circ@cityofhomer-ak.gov).

**It's easy to submit your request online! Go to [cityofhomer-ak.gov/library/meeting-room](http://cityofhomer-ak.gov/library/meeting-room).**