

**ELLEN COOLIDGE BURKE BRANCH LIBRARY  
MEETING ROOM RESERVATION FORM**

Submit to **Burke Branch Manager**  
**4701 Seminary Road, VA 22304**  
**Tel: 703-746-1704x6 Fax: 703-746-1775**

DATE(S) OF ROOM USE \_\_\_\_\_ TIME - FROM \_\_\_\_\_ TO \_\_\_\_\_  
(Please include setup time)

ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

REPRESENTATIVE \_\_\_\_\_  
(Must be a resident of Alexandria with an active Alexandria Library card)

LIBRARY CARD BAR CODE NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

TYPE OF MEETING: Resident Non-Profit Profit Civic  
(See the attached definition, fee schedule and circle the type of meeting)

PURPOSE OF MEETING \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

APPROXIMATE NUMBER OF ATTENDEES \_\_\_\_\_

WHAT NON-LIBRARY MATERIALS OR EQUIPMENT WILL BE USED? \_\_\_\_\_

\_\_\_\_\_

(complete other side)

## STATEMENT OF RESPONSIBILITY

- \*  The undersigned hereby releases the Alexandria Library from any claims for damage or loss to non-library materials, equipment or other items owned by organizations or individuals using the meeting room or conference room. The undersigned further agrees to reimburse the Alexandria Library for any damage to library-owned materials or equipment.
- \*  Allowing a group to meet in any Alexandria Library does not constitute an endorsement of the groups policies, beliefs or practices.
- \*  I am an authorized representative of the organization listed above. I have read and agreed to comply with the regulations for the use of the conference and meeting rooms.

SIGNATURE \_\_\_\_\_

DATE OF APPLICATION \_\_\_\_\_

DATE(S) OF ROOM USE \_\_\_\_\_

DATE OF CONFIRMATION \_\_\_\_\_

STAFF PERSON TAKING RESERVATION \_\_\_\_\_

AMOUNT OF FEE COLLECTED \_\_\_\_\_  
(Fee to be paid when form is completed)

CHECK \_\_\_\_\_ OR CASH \_\_\_\_\_

DATE PAID \_\_\_\_\_

The representative receives one copy of this form for confirmation and gives it to the building officer at the reference/information desk before the meeting. The branch manager receives one copy of the Room Reservation Form and keeps it in a notebook at the reference/information desk. The meeting room coordinator keeps on file the original copy of the Room Reservation Form and Statement of Responsibility. The rooms are locked. You must check in at the Reference/Information desk. The representative must check out at the Reference/Information desk once the meeting is over.