

# Room Booking Request Form

Oneida Public Library  
459 Main St., Oneida, Ny 13421  
315-363-3050

Name of Organization or Group: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date(s) requested and times: \_\_\_\_\_

\_\_\_\_\_

How many people will be attending? \_\_\_\_\_

Do you need to use a screen for a presentation? \_\_\_\_ Yes \_\_\_\_ No

## **\*Please note:**

Rooms will be booked on a first come, first served basis. You may book out three months in advance. If you are unsure of how many people will be attending, please put an approximate number.

*Community Room:* Two Screens, room divider, for groups of 15+

*History Room:* Moveable screen for HDMI hookup to laptop, for groups up to 15 people.

*Board Room:* Screen, white board, for groups up to 12 people.

Staff initials \_\_\_\_\_