

Circle room and technology required for reservation

Room	Price/ Hr. **	Technology Available	Max Occ.
Downtown Branch			
1st Fl. Meeting Rm.	\$30	Blue Ray 60" TV screen VGA&HDMI plugs PC audio connection Wifi Speaker Phone	4
Boardroom	\$80	Blue Ray 70" TV screen VGA&HDMI plugs PC audio connection Wifi Speaker Phone	14
3rd Fl. Training Room A (can be combined w/ Rm. B)	\$40	Blue Ray Screen VGA&HDMI plugs* PC audio connection* Wifi Microphones * Speaker Phone*	18-25 (extra set up fee for 19+)
3rd Fl. Training Room B (can be combined w/Rm. A)	\$40	Screen VGA&HDMI plugs* PC audio connection* Wifi Microphones* Speaker Phone* Whiteboard - fixed (8x4)	18-25 (extra set up fee for 19+)
Additional Items – Limited Availability			
Podium		Yes / No	
Whiteboard/easel		Yes / No	
Laser & PowerPoint Remote		Yes / No	
Do you need to rent a laptop? (\$20 flat fee, limited availability)		Yes / No	

Comments:

Important things to note:

Renters are responsible for payment of all usage time, including any time necessary for setup and breakdown, and for any damage or extra cleaning.

Partial hours are charged as a full hour.

We do not guarantee set up of room technology or special room configuration for reservations made less than 48hrs in advance.

Food and covered drinks are allowed in the conference rooms, however, no catering facilities are provided.

Renter is solely liable for the meeting room, furniture, and equipment. Renter's credit card on file will be charged for any cost of repairs or replacement due to damage, loss, and/or for any cleaning beyond the normal use of the room.

Please read the complete Conference Room Policy available at the front desk or on our website. By signing this form you are agreeing to our entire Conference Room Policy.

* Available upon special request, advance notice is required.



CONFERENCE ROOM RESERVATION FORM

Name: _____ Phone: _____

Address: _____ Email: _____

Date Needed: _____ Time Needed: _____ (include setup/breakdown)

Number of Attendees: _____ (extra set up fee of \$25 may be applied, see chart below)

Credit Card Info: (Visa/MC/AmEx) # _____ Exp. _____ CRV: _____

A valid credit card is required to be on file for security in event of damage or cleaning.

Fees may be paid by check, cash, or credit card.

Applicant agrees to comply with the San Diego Law Library Conference Room Policy, including the authorization of credit card charge(s) for damage to premises and/or cleaning.

Signature: _____ Date Signed: _____

Staff Use Only – Making Reservation						Initials:	Date:
Room(s) Reserved: _____						Price per Hour: _____	
_____ X \$ _____	= _____	Extra Set Up Fee \$25		Laptop Rental \$20		Total Fees: _____	
# of Hrs	Price/Hr	Rental Fee	Y / N	Y / N			
Fees paid and entered in POS? Y / N			Reservation completed on RefDesk Outlook Calendar? Y / N				
Form put in Binder at iDesk? Y / N			IT notified of any special set up? Y / N / na				
Staple copy of receipt for fee to Reservation Form and place in Conference Room binder at Branch							

Staff Use Only – At Time of Event	Date:
Pre-Use walkthrough & checklist completed & Renter signed? Y / N	
Time: _____ Staff Initials: _____	
Post-Use walkthrough & checklist completed & Renter signed? Y / N	
Time: _____ Staff Initials: _____	
Damage / Extra Cleaning Reported? Y / N / na	
Attach completed pre/post walkthrough checklist to Reservation Form. Keep completed Reservation Form in Conference Room binder	