

**Ohio Genealogical Society
Meeting Room Reservation Form**

Organization: _____

Type of Organization (check one):

- Business Civil Faith-based Government School Social Other
 Association (Genealogical or Historical Society) Patriotic or Hereditary Society

Address: _____ City: _____ Zip: _____

Phone: _____ Email: _____

Person Making Reservation: _____ Phone: _____

Organization Leader (if different): _____ Phone: _____

Anticipated Number of People in Group: _____

Room(s) Required:

- Main Meeting Room (seating 80) Classrooms: A B C D (seating 20 each)

Fee Schedule:

\$35 large meeting room or double classroom (each additional room is \$15)

(\$25 per block reservation if meeting three or more times in a year)

\$20 small classroom

Non-library hours – add \$40 per hour if you require security staff - Yes, we need staff.

If not requiring staff, the person making the reservation for rooms during non-library hours will be issued a temporary security code for access to just the meeting room/kitchen/bathroom area on that particular evening or weekend. There is no access to the library. If the facility is not locked with the same security code at the close of your event, a \$100 penalty will be assessed your group.

OGS Chapters may use any meeting room for free during library hours if scheduled in advance.

Date of Meeting: _____

Arrival Time: _____ Anticipated Departure Time: _____

Equipment Requirements: Screen Digital Projector Overhead Projector Podium

I have read the attached OGS meeting room policy and agree to the terms of meeting room use.

Signature

Date

Printed Name

Title

OGS Approval: _____

Form should be submitted to the Samuel D. Isaly Library of the Ohio Genealogical Society, 611 State Route 97 W, Bellville OH 44813 – Phone: 419-886-1903.