

Rummel Haus
Reservation Request and Approval Form

Approved: Yes No On Calendar: Yes No

Notified caller of request status: Yes No

Library Representative Scheduled Lock/Unlock:

(FIRST BOX)

Today's Date: _____

Library Representative Taking Information: _____

Date Requested: _____ Time Requested: From _____ to* _____

NAME OF ORGANIZATION or PARTY: _____

● *Purpose: _____

● *Number of people: _____

Representative Name: _____

Phone Number/s: _____

Email _____

(SECOND BOX) Check that the person requesting reservation understands the following – where they apply

*4 Hour Limit

(unless approved by BOD)

*May have no more than 25 attendees

Must Provide for own Setup & Clean up

*Must Vacate no later than 9pm

Must remove all trash

Donations to the Round Top Family Library are Appreciated

(The Round Top Family Library is a rural, non-profit organization funded and operated cost effectively and efficiently through private donations, events, volunteers, a committed volunteer board, city funding, grants, and community partnership)

Will not have sales of any kind

Book Signings Held in the Library Fall Under Same Guidelines --Publicity provided to library by Author or Representative may be Shared on Website, calendar and bulletin boards.

NOTES:

Signature: _____

Date: _____

Mission Statement: As a lending institution for children, families and adults, the Library's purpose is to serve diverse community segments, and visitors, in non-traditional ways. Innovative programs and community projects are available in this community center for learning and enrichment. Here, patrons and individuals of varied backgrounds are accommodated in a warm and inviting atmosphere where they may meet and connect to each other, and to the world.