



APPLICATION FORM for MEETING ROOM USE

CONTACT INFORMATION:

Linda Brink 215-643-1600 x3238

lbrink@upperdublin.net

www.upperdublinrec.net

Mon-Fri 8:30a-4:30p

PERMIT INSTRUCTIONS

Please refer to the Upper Dublin Township Meeting Rooms Policy

Please fill out ALL shaded areas that apply to your request-including set-up options/special requests.

- You may note alternate acceptable dates on this form
- You may only request meeting three months in advance
- *Include any and ALL additional information, specific questions and requests in "NOTES"
- Email this COMPLETED form to lbrink@upperdublin.net

Publicity Requirement: Groups may not offer or publicize their meeting or event to the general public. Groups may publicize their meeting or event through their own membership lists, private emails lists, opt-in marketing lists or other channels that reach a pre-defined group of members. Such internal invitations must not include the Library or Township logos or other Township branding, and may not imply Library or Township sponsorship. Any invitations for the meeting must include the following text: "Upper Dublin Township & Library does not advocate or endorse the viewpoints of meetings or meeting room users." Groups may not use the facility's name, address or telephone number as their official address or contact information.

EVENT ORGANIZER INFORMATION:

Group or Organization:	
Contact Person:	
Best Phone # to reach you:	
E-mail Address:	
Mailing Address:	
City/State/Zip:	
Today's Date:	

HOW THIS RESERVATION SHOULD BE POSTED & LISTED ON DIRECTIONAL SIGNS:

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NOTE: Rooms are available until 8:45 pm unless otherwise specified. Minimum charge of 2 hours

EVENT INFORMATION

#	DAY OF THE WEEK	DATE 00/00/00	EXPECTED ATTENDANCE	ARRIVAL TIME	START TIME	END TIME	DEPARTURE TIME
1							
2							
3							

EQUIPMENT NEEDS/SPECIAL INSTRUCTIONS

Please check with presenter/speaker and mark ALL shaded columns on the left that apply:

<input type="checkbox"/>	Projector/Screen	<input type="checkbox"/>	Lectern/Podium	<input type="checkbox"/>	Sign-in Table
<input type="checkbox"/>	TV/DVD Player	<input type="checkbox"/>	Portable White Board	<input type="checkbox"/>	Head Table for _____
<input type="checkbox"/>	Virtual Meeting Ability (Zoom/Teams)	<input type="checkbox"/>	Easel / Display Mount	<input type="checkbox"/>	Bringing refreshments (See *NOTES)

IMPORTANT! Users may connect their devices to TVs and/or projectors using Township provided HDMI connections and cables. User devices (laptops, tablets, Smartphones) must have HDMI ports. If user devices do not have HDMI ports, users must supply their own adaptors. We cannot guarantee that any device will connect to TVs and/or projectors. If you have any questions or would like make sure you have what you need in advance, please call 215-643-1600x3238 or email lbrink@upperdublin.net

*NOTES-Description of event/Notes/Additional needs or requests:

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Room is set-up in your reserved space based on your requests indicated above. No money exchange or selling of any kind is permitted.

[Upper Dublin Public Library:](http://www.upperdublinrec.net) Hours: Mon - Thu: 9:30am - 8:45 pm / Fri - Sat: 9:30 am - 5 pm / Sun: 12 pm - 5 pm
520 Virginia Drive Fort Washington, PA 19034 215-628-8744