



Today's Date

Meeting Type: Business (**restricted attendance**)
Program (**OPEN** to all)

Affiliation: University City Community Organization

Contact Information

Name:	College/Unit/Dept.:
Phone:	Fax:
Alternate Contact:	Alternate Phone:

Business/Public Meeting Information

Intended Audience:	Students	Faculty	SJSU Staff	General Public	Other
Describe this meeting/program:					

Event Information

Date of the Event:	Attendance Number:
Event Title:	
Start Time:	End Time:
Actual event Start Time if different from above:	

Media Services (check all that apply):

Microphone at podium	Computer monitor projection with LCD projector*
Wireless microphone	Videocassette player with LCD projector
Hand held (1 per room)	DVD player with LCD projector
Mic Pac (1 or 2 per room)	Overhead transparency projector
Internet Access	
Assisted listening devices	

* Projection device only. The Library does not provide laptop computer.
Media Services (408) 808-2129



Food Services

Will the event be catered? Yes No
Reserving group is responsible for arranging catering.
Reserving group is responsible for set-up and clean up of the room (i.e., pickup trash, wiping off tables and chairs)
On-site catering provided by Spartan Shops (408) 924-1756
NO PERSONAL FOOD is ALLOWED.

When reserving meeting rooms in the Dr. Martin Luther King, Jr. Library I assume responsibility for the following:

1. Reimbursing the library for missing equipment(s), and repairs to room(s) and furnishings for damages, which occurred during the duration of my event.
2. I agree as an authorized agent that I have read "[things you should know about the meeting rooms](#)" and abide by the library regulations.

Your reservation request is not finalized, until you have received a signed copy of this form by the Library Dean and Director. Please make sure you review "[things you should know about the meeting rooms](#)" located on this website.

For Library Use Only:

Co-Managers (circle & initial):
REK: Yes / No
JL: Yes/ No:
Room Assigned: