

## Small Group Meeting Room Request Form

Small rooms are available for groups of 2-6 people working on a project related to SIBL's business and science resources. Sign-up is in-person at the library, for same day rooms on a first-come basis. Time slots are approximately 1 hour (**55 minutes**) or 2 hours (**1 hour and 50 minutes**). To request to use a meeting room up to a few days in advance, please fill out the request form on the SIBL website, or call 212-592-7029 and you will be contacted if a room is available.

**To request a room, please fill out all fields on this form\* and bring it to the Electronic Information Center, where staff will check availability and, when appropriate, assign a room.**

*\*Your personal information will be used for internal administrative purposes only.*

Today's date:		
Time Preferred: (sessions start and end 30-minutes after the hour)	a.m.	p.m.
Length of Time Slot: (check only one)	<input type="checkbox"/> 55 minutes <b>OR</b> <input type="checkbox"/> 1 hour and 50 minutes	
Name:	First name:	Last name:
Number of People: <b>maximum 6</b>	<input type="checkbox"/> 2-4 people <b>OR</b> <input type="checkbox"/> 4-6 people	
Company or University name/course:		
Telephone Number:		
E-mail Address:		
Reason for Use:		
Home Zip Code:		

**Note these guidelines for meeting room use:** Please **be on time** for your assigned room. Late comers may forfeit the room and/or time slot. Timed sessions will not generally be extended if you are late.

1. Food and beverages (except water bottles) are not permitted in meeting rooms.
2. Meeting participants must leave the room at the end of the assigned timeslot, taking all personal belongings with them.
3. Please moderate your voices so that others are not disturbed.
4. Library books may be brought into a meeting room, but must be returned to the original location.
5. Table and several chairs are provided. You are welcome to bring personal laptops.
6. SIBL reserves the right at its own discretion to limit the number of times per week or per month that a group or individual may use a SIBL meeting room.

Please note: For large groups, SIBL offers conference rooms or training rooms for rental fees. For rental rates, please ask staff at a public service desk or call Anne Lehmann at 212-592-7077.