

McKune Room Reservation Form

Today's date _____
 Name of Person reserving room _____
 Date to reserve room _____
 Person in charge of program _____
 Reservation confirmed _____

Equipment needed:

Check all that apply...



AV equipment is not available for outdoor use at this time

Notes

- Data projector
- Projection Screen
- Stand Microphone (1)
- Boom Microphone (1)
- Wireless Microphone (2)
- Podium
- Podium Mic (1)
- CD player
- DVD player
- Videocassette player
- Speakers (2)
- Speaker stands (2)
- Piano
- Rectangle Tables (6)
- Hexagon Table (1)
- Half Round Tables (2)
- Stacking Chairs (70)
- Overhead Projector

Storage Room

- Coffee Urn #1 (42cups)
- Coffee Urn #2 (18-55 cups)
- Mr Coffee #1 (12 cups)
- Refridgerator (Dorm size)

Other Services Needed

- Internet Access - Wireless
- Internet Access - Wired

Internet access **requires** that you have an active library card or you obtain a Visitor Slip from the Adult Information Desk located on the Second floor.

Questions about equipment should be directed to: Ron Andrews, Head of Technology Services at 734-475-8732 x 223 or randrews@chelseadistrictlibrary.org