

Welcome to the Hedbring Community Room. We at the Library are happy to be able to provide this meeting space and its amenities for the community. The following is a guide to what our staff is able to do to assist you and what you need to do for yourself.

What You Do

What We Do

Fill out and submit the forms and talk to a staff member about when you'll need the space and for what kind of use.	Reserve the room on the master calendar. Sign out keys, if needed.
Provide a brief written description of your event/meeting/exhibit (<i>optional</i>)	Add a listing to our newsletter and standard local calendar listings
Provide a flyer in .jpg or .gif format. (<i>optional</i>)	Post the flyer on our website/facebook page and bulletin board.
Provide all other materials and equipment you will need to set up your event/meeting/exhibit.	Provide tables, chairs and projection equipment.
Come in <u>ahead of time</u> to make sure projection equipment works. Provide any adaptors etc. not owned by the library. (<i>If using projector for the first time</i>)	Show you where the projector is and run through use with your laptop/dvd.
Set up/clean up.	Show you where to find tables, chairs, water etc.
Return keys. Report number of attendees.	Sign keys in. Compile attendance numbers for annual report.