



100 East Washington Street
Burnet, TX 78611
512-715-5228
hbfl@burnetcountylibrary.org

GOODRICH MEETING ROOM RESERVATION REQUEST FORM

Organization Name _____

Mailing Address _____ City _____ State _____ Zip _____

Approximate number of attendees (Seats 60) _____

Meeting Date(s) _____ **Time:** _____

Times with set up & clean up: _____ - _____

Meeting Purpose: _____

Contact Person _____ Position w/Organization _____

Email _____ Phone (____) _____

Contact Person _____ Position w/Organization _____

Email _____ Phone (____) _____

Key Check-Out

A key with limited building access may be checked out for after-hours meetings by only the above-named individuals. Should an alternate person need to check out the key, one of the above-named individuals MUST contact the library with the name of their designated alternate. By checking out a key, the above-named individuals are accepting responsibility for the key and ensuring the building is secure before leaving the premises. Key check out is governed by the Burnet County Key Control policy (full policy available upon request) and prohibits unauthorized use of the key to access the building and prohibits duplication. Should the key be lost or stolen, it must be reported to the Library Director immediately. The above named-individuals and their organization assume liability for the key and any replacement costs.

_____ **Initial** if we have your permission to provide your name and phone number/email to persons requesting more information about your group.

_____ Date _____

Signature of person responsible*

*You and your group have read the Burnet County Library System Meeting Room Policy, fully understand and agree to the provisions and limitations as stated in the Policy and accept responsibility for securing the building and returning the key.

Accepted by: _____ Employee initials

Updated 10/29/2025