Silverdale Meeting Space Form

Thank you for your interest in booking a room at the Silverdale location of Kitsap Regional Library. In order to ensure that our spaces are accessible to the diverse needs of our community, individuals and organizations may request up to six individual dates each calendar year. Bookings accepted up to 12 months in advance.

The Silverdale location includes the following space and amenities:

- Hess Room (max. capacity 25)
  - Available during open hours
  - Up to 6 rectangular tables (each seating 6-8)
  - 20 chairs

Please note that while this room is private, it is also a thoroughfare for staff and minor interruptions may occur.

To reserve the meeting room, please complete this form and return it to the Silverdale location or email it to SRESERVE@KRL.ORG. We will respond to your request within 48 hours.

Organization ____________________________________________

Contact name _____________________________ Phone (___) ____________

Email _______________________________________________________

Address ______________________________________________________________________

Date of event(s) _____________________________________________________________

Estimated Attendance _______________________________________________________

Time of event(s), include set up and take down _______________________________

_________________________________________, have reviewed Kitsap Regional Library’s Meeting Room Policy and Standards for Patron Conduct, and agree to abide by the provisions stated therein. I understand that Kitsap Regional Library is not responsible for and will not be held liable for any injuries or damages that the individuals or organizations attending the meeting may experience when using the facility.

_________________________________________ (Signature)  (Date)