

Feedback Form

Thank you for choosing the Leverett Library's Community Room for your meeting/event. Please fill out this form and give it to a staff member or leave it in the book drop before you leave.

Group Name Date

Number of people in attendance (for statistical reports) _____

Comments:

Post-Program Checklist. HAVE YOU . . . ?

- Reset the room as it was before your program?
- Taken care of any trash/garbage?
- Wiped down table and counter surfaces used?
- Returned any borrowed equipment, including cords?
- Closed and locked windows?
- Propped bathroom doors open?
- Lights off?
- Pulled doors closed and double-checked that they are locked?

For Library Staff to fill out:

- Collect feedback form
- Check all doors and windows
- Lights off
- Kitchen area is clean
- Give receipt for any money received, if requested Staff initials _____