



Three Rivers Public Library - Young Adult Programs - 920 W. Michigan Ave - Three Rivers, MI 49093

Reservation Form:

Electronic Resource Workshop for Middle School & High School Students

The Three Rivers Public Library offers instructional workshops in the use of its online resources to area middle and high school students. Workshops begin with a very brief tour of the Library (10-15 minutes), followed by a database instruction class in the Meeting Room (30-45 minutes).

My signature below indicates that I, as a representative of my organization, agree to the following requirements. I have initialed below to indicate my understanding of the requirements for booking database instruction class, and I have provided the information necessary for scheduling a visit.

____ I am booking my database instruction class

____ I have selected a first and second choice day/time slot (1 hour):

Choice #1: _____

Choice #2: _____

____ I have alerted the YA Librarian to the size, grade level, and subject of the class below:

Grade Level: _____

Class Subject: _____

Number of Students Attending: _____

____ I have **mailed or emailed** the assignment or project being worked on, if any, to the YA Librarian.

____ I agree to provide **1 chaperone for every 10 teens**, and I am aware that chaperones must be present at all times during the class.

____ I understand that the class must be limited to **one school class** per session, or approximately **32 students**.

Print name: _____

City/Zip: _____

Signature: _____

Phone (day): _____

Date: _____

Phone (evening): _____

Address: _____

E-mail _____