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 _______________________

Phone (evening): _______________________

Address: _______________________
E-mail _______________________

Phone (evening): _______________________

Address: _______________________
E-mail _______________________