

**Corvallis Depot Library Rooms**  
700 SW Washington Avenue, Corvallis, OR 97333  
541-754-6506 [DavidLivingston@exchangenet.net](mailto:DavidLivingston@exchangenet.net)

Reservation Form

Your contact information:

Name \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Your Organization  
\_\_\_\_\_

**Our equipment that you'll need:**

\_\_\_\_\_ Two flipchart easels  
(You must provide flipchart paper and pens.)

\_\_\_\_\_ Movable dry-erase board.  
(Pens are provided.)

Dates required \_\_\_\_\_  
(Depot hours: Monday-Friday, 7 am – 6 pm)

What time do you or your caterer need the doors  
unlocked? ..... \_\_\_\_\_

What time may we lock up? ..... \_\_\_\_\_

Total hours \_\_\_\_\_

**RATES:**

\_\_\_\_\_ 1 - 4 hours.....\$ 70

\_\_\_\_\_ 4 – 8 hours .....\$ 125

\_\_\_\_\_ 8 -11 hours.....\$ 150

Event Description \_\_\_\_\_

Total expected occupants \_\_\_\_\_

Music? Please describe.

(We cannot accommodate events with loud music since there are  
resident guests living upstairs.)  
\_\_\_\_\_

Alcohol? Sorry, we cannot have events with alcohol.

Candles? Sorry, we cannot have events with candles.

Food? Please describe:

Your Caterer:

**Rental Fee** \_\_\_\_\_

Payable to Marysville Properties, dba Corvallis Depot,  
P.O. Box 1442, Corvallis, OR 97339