

APPLICATION FOR USE OF:
MEETING ROOM (seating/60), PROGRAM ROOM (seating/24)
CONFERENCE ROOM (seating/20),

Date(s) of Use _____ Hours _____ Date of Request _____

For Use of _____ Room(s)

Name of Organization _____

Profit Non-profit Community Group

Purpose of Meeting _____

Estimated Number Attending _____

Equipment needed (check all that apply):

- Laptop (their own) DVD Player Lectern Laptop (ours)
 CD Player VHS Player Projector Tables #____
 Chairs #____ Computer Lab Television Screen, portable 1 or 2 or 3
 Slide Projector 1 or 2

I have read and agree to the terms of the Library Meeting Room policy. I understand that the Library reserves the right to cancel the use of a meeting room at any time for any reason. I understand that this meeting may not include religious services, press conferences, partisan political rallies or purely social functions.

Name or Responsible Party (please print) _____

Signature of Responsible Party _____

Address _____

Phone _____

Rental Fee*: not-for-profit groups- Meeting Room \$25, Program Room \$15, Conference Room \$10
for-profit businesses: Meeting Room \$50, Program Room \$30, Conference Room \$20 Community Group

Fee _____ Date Paid _____

*The Library Director may waive or amend fees as appropriate.

Meeting: Approved _____ Disapproved _____

By: _____ Date _____

Library Hours: 10:00am – 8:30pm Monday through Thursday
 10:00am – 5:30pm Friday
 10:00am – 3:00pm Saturday
 1:00am – 4:00pm Sunday (September-May)

Patron Notified on _____ by _____

Copy Angela Copy Denise A/V Signup if applies (revised 11/9/11)