

Use of Library Public Meeting Spaces by Outside Groups

APPLICATION TO USE PUBLIC MEETING SPACE

Date of Application: _____

Name of Organization: _____

Non-profit: _____ For-Profit: _____

Authorized Representative: _____
Print name and telephone number

Person Responsible at Time of Event: _____

Organization Address: _____

Organization Daytime Phone: _____ E-Mail: _____

Type of Function: _____

Room Requested:

Museum: _____ (3 hours: \$50 – non-profit, \$200 – for-profit)

Meeting Room: _____ (3 hours: \$25 – non-profit, \$150 – for-profit)

I understand that no charges of any kind including for program material can be made for anyone attending a program at the library. _____

Equipment Requested:

Kitchenette: _____ (\$25) Coffeepot: _____ (\$10) Projector: _____ (\$10)

Estimated Attendance: _____

Date Requested: _____ Start Time: _____ End Time: _____

Alternate Date Requested: _____ Start Time: _____ End Time: _____

Room Setup: _____

STAFF USE ONLY

Received on: _____ By: (Staff Initials): _____

Notification on: _____ By: (Staff Initials): _____ Notification Phone: _____

Fee Total: _____ Fee Received on: _____ By: (Staff Initials): _____

Liability Statement Received on: _____ By: (Staff Initials): _____