

APPLICATION FOR USE OF MEETING ROOMS

Name of organization/group: _____

Organization Type: Non-Profit: _____ For-Profit: _____

Date(s) of meeting(s)/Time(s): *Please include the time needed to set up and break down.

Character/purpose of meeting: _____

Responsible person (please print): *Must be at least 18 years old. _____

Address: _____

Phone number: _____ E-mail: _____

Will refreshments be served? Groups must have special approval to serve refreshments. You are responsible for clean-up. ___yes ___ no

Room(s) requested and approximate number of attendees:

- ___ Room A: Equipped with a raised stage, ceiling projector and projector screen. # of people: ___ Capacity: 85
- ___ Room B: Equipped with a projector screen and kitchenette. # of people: ___ Capacity: 34
- ___ Room A and B: # of people: ___ Capacity: 119
- ___ Conference Room: Equipped with a projector screen. # of people: ___ Capacity: 8

Equipment available upon request:

- ___ Podium (Room A only) ___ Portable Projector (Room B and Conference Room)
- ___ Podium microphone (Room A only) ___ Ceiling Projector (Room A only)
- ___ Wireless microphone (Room A only)

Fees:

- Businesses/for-profits:
 - \$30 per use of Room A or B. A/V equipment fee included.
 - \$10 per use of the Conference Room. A/V equipment fee included.
- Non-profits: \$5 per use of A/V equipment.
- Fees must be paid before the room is unlocked for your group.

The Federal Copyright Act (Title 17 of the U.S. Code) requires a public performance license to be obtained for public presentation of a movie or other copyrighted work. A group wishing to present a copyrighted work must submit the performance license along with this application.

I, as the responsible person on behalf of the above organization, has read and agrees to comply with the policy and procedures governing public use of library meeting rooms. I understand that any damage to or loss of library property caused during or by the activity for which I am responsible for will be compensated for fully and promptly.

_____ Signature of responsible person _____ Date of application