

SMITH PUBLIC LIBRARY
APPLICATION FOR USE OF MEETING ROOMS
APPROVED BY THE LIBRARY BOARD JANUARY 14, 2013

Note: All Applicants must check-in and check-out at the “Help Desk” located in the Adult Department in the center of the Library. A staff member is required to unlock the meeting room at the beginning of the meeting and lock it after the meeting. Applicants are not permitted to enter an unlocked meeting room without first notifying a staff member.

Date of Application: _____

Name of Organization: _____

Date of Meeting: _____ **Expected Attendance:** _____

Start Time: _____ **End Time:** _____

(**Note:** start and end times include set-up and break-down of meeting space.)

Program Topic: _____

Brief Description about the topic (highlight its purpose):

Room Arrangement: (Applicant is responsible for set-up and break-down of meeting room.)

Tables: **Number of Round:** _____ **Number of Rectangle:** _____

Number of Chairs: _____

Applicant's Name: _____

Address: _____

E-mail: _____

Telephone Number: A.M. _____ P.M. _____

Type of Organization (check one):

Non-Profit: (Please attach 501(c) (3) document): _____

For-Profit: _____

Other (Please explain): _____

Meeting Space Fees:

Payment must be received at the time of the reservation. An Application will not be considered without full payment. If the Application is not approved, payment will be refunded. A \$3.00 service fee is charged for debit and credit card transactions.

A. Meeting Room (maximum occupancy 200):

- Monday - Saturday:
 - Users other than non-profit organizations: \$45.00 per hour, non-refundable.
 - Non-profit 501(c)(3) organizations: \$30.00 per hour, non-refundable. Proof of non-profit status is required.
- Sunday:
 - \$100 per hour for all users, non-refundable.

B. Conference Room (maximum occupancy 30):

- Monday - Saturday:
 - Users other than non-profit organizations: \$20.00 per hour, non-refundable.
 - Non-profit 501(c)(3) organizations: The Conference Room is free to non-profit organizations. Proof of non-profit status is required.
- Sunday:
 - \$100 per hour for all users, non-refundable.

C. Foyer Area – Sunday Only (maximum occupancy 67):

- \$100 per hour for all users, non-refundable.

Meeting Space Request (please check one):

Large Meeting Room: _____

Conference Room: _____

Foyer: _____

Total Cost: _____ (48 hours notice required for cancellation)

Payment Amount Received: Check: _____ Cash: _____ Credit Card: _____

I have read and understand the Smith Public Library Meeting Room Policy and I agree to abide by its rules and regulations.

Print Name: _____

Signature: _____

For Staff Use Only:

(_____) Approved

(_____) Declined

By: _____

Library Administration

Date: _____