

Albert Wisner Public Library

Policy for Use of Meeting Rooms

APPLICATION FOR PUBLIC USE OF Library Meeting Rooms

One Application Must Be Made For Each Room Requested

Please complete and return all copies to the Library Director's Office at least 60 days before use date.

Application Fee \$15 Check number: _____ **Room Clean-up Deposit \$50** Check number: _____

Name of organization making application: _____

Name of person responsible for activity: _____

Phone: _____ Email: _____

Address: _____

Library Meeting Room requested: _____

Date(s) requested (3 max.): _____

Time requested: From _____ to _____

Brief description of program: _____

Approx. number of participants: _____

If teens or children describe method of supervision: _____

Set -up for Community Room:

Conference Arrangement (Individual Tables with 6 Chairs each) No. of tables _____

Theater Arrangement (Chairs in rows with/without table(s) in front. No. of Chairs _____ No. of tables _____

Portable Stage: Yes; No

Microphone: Yes; No

The undersigned hereby certifies that he or she has read, fully understands and agrees to abide with all the regulations and conditions set forth in the Albert Wisner Public Library Public Use Policy.

Signature of authorized representative of above organization

_____ Date _____

DO NOT WRITE BELOW THIS LINE - - FOR USE OF LIBRARY USE ONLY

Application received: ___/___/___ Insurance Certificate received ___/___/___

Indemnification/Hold Harmless Agreement received: ___/___/___

\$50 Room Clean-up Deposit Rcvd. on ___/___/___

\$50/hr Technology Staff Fee Rcvd. on ___/___/___ Total Tech. Fee paid _____ (\$50 X no. of hrs.)

Room(s) assigned: _____

Application Approved by: _____ Date: ___/___/___

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Check Out List

Meeting Rooms

Event: _____

Date: _____

All users must do a line by line check-out and sign off with a library staff person at the conclusion of the event or meeting. Successful completion will result in return of \$50 clean-up deposit within 10days of event.

___ Tables and chairs have been cleaned and returned to its original configuration.

___ Paper and litter etc. has been cleaned up from floor and other surfaces.

___ Decorations have been removed from room.

___ Garbage has been bagged and placed into dumpster outside the Library.

Signing for event or organization: _____

Staff signature: _____
