Event reservation form

Event: ___________________________ Today’s Date ____________
Contact person: ___________________________
Phone number: ___________________________
E-mail address: ___________________________
Estimated attendance count ____________

Event Date: ____________ Event start time__________ Event finish time__________ Total hours ________

FEES:
Private Organizations $35.00 per hour ________
Non-Profit (please attach a copy of Non-Profit Status) $20.00 per hour ________
          Non-Profit Status #________________________
Room set-up $20.00 per hour ________
           Yes_____ No_______ (room diagram on reverse side of application)
Library after hours fee $25.00 per hour ________
Refundable deposit/Cleaning Fee (separate check required) $50.00 __________ X__________

Equipment:
Projector $15.00 ________
Santa Chair $25.00 ________
No Charge:
i-Pod ________ Writing Board (requires special markers) ________
Lap Top ________ 2 flags (American and State Flag) ________
Kitchenette ________ (100) Chairs: ________ (15, 8ft.) Tables: ________
1 Lectern ________ Sound System ________

Total Due: ________
Deposit: $50.00 ________
Balance Due: ________

Comments:___________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

*For staff only: please indicate the location of the event in the comments section if outside the Community Meeting Room *

By signing the application I am deemed an official representative of the group, and liable for any damage to the library and facilities, or any financial responsibility.

X_________________________ ___________________________ ____________
Signature Print Name Date