**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 or breakdown  $20.00 ______

Yes_____ No_____ (cost is per set-up or breakdown)

Library after hours fee  $25.00 per hour ______

Refundable deposit/Cleaning Fee (separate check required)  $50.00  __________

**Equipment:**

Projector---------------------------------------------------------------$15.00 ______

Santa Chair--------------------------------------------------------------$25.00 ______

**No Charge:** Please indicate the number of chairs and tables below.

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 Check: $50.00

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________________________________________  Print Name ____________________________  Date ____________

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