**Grants Public Library Facility Use Request**

Today's Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PH#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Estimated Audience #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of Event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) of Meeting/Event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time (including setup/clean up): From\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mon \_\_\_\_Tue \_\_\_Wed \_\_\_Thu \_\_\_ Fri\_\_\_

 Jan \_\_\_ Feb \_\_\_ Mar \_\_\_Apr \_\_\_ May \_\_\_ Jun \_\_\_ Jul \_\_\_ Aug \_\_\_ Sept \_\_\_ Oct \_\_\_ Nov \_\_\_ Dec \_\_\_

**ROOM PREFERENCE** (number in order of preference 1-2-3)

Reading Room (capacity 20) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Conference Room (capacity 15-25) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Courtyard (capacity 50) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fees

* Meetings/events lasting over one (1) hour up to four (4) hours require a fee of $10 and meetings/events lasting more than four (4) hours require a fee of $25, per day. City entities can use facilities at no charge, but all other rules apply. There is also a $25 dollar cleaning deposit if any kind of food or drink will be served, which will be refunded after satisfactory inspection by staff.

Food and Drink:

* **Food and drink are allowed in the conference room and courtyard only**, but will need to be discussed and cleared with Library Director or Assistant Librarian. The library does not provide any type of food equipment (coffee machine, etc.) nor any type of food supplies (water, snacks, etc.)

Setup and Clean Up:

* The event organizer is responsible for set-up and general clean-up of the rented space. Trash should be thrown in provided receptacles, and if applicable, spills or messes beyond normal use should be dealt with prior to leaving. Upon inspection of room by library staff deposit will be refunded if applicable.

 Availability:

* Room reservations are taken and approved on a first come, first served basis and **MUST BE CONFIRMED** by the Library staff **PRIOR** to meeting/event. Rooms are only available during regular Library hours, 8:30 a.m. to 5:00 p.m. Monday through Friday.

**For Staff Use Only**

**TOTAL FEES DUE:** Room Fee $\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Paid \_\_\_\_\_\_\_\_\_\_\_\_Collected by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Cleaning Deposit \_\_\_\_\_\_\_\_\_\_\_\_ Date Paid \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 0eposit Refunded by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_