



# ST. FRANCIS PUBLIC LIBRARY

## MEETING ROOM APPLICATION

- Organizations are limited to one meeting per month.
- Reservations must be made at least 7 but not more than 90 days in advance of your desired date(s). Additional dates can be added to this form at a later date.
- Use of the Hoppe Room requires a \$25 fee per reservation date.
  - o Payment must be received before the reservation will be added to the calendar.
  - o Payment can be made by cash, credit card, or check (made payable to the St. Francis Public Library).
  - o In the event of cancellation, fees will be refunded only if at least 48 hours notice has been given.

**Fill out the contact information below.**

**Enter each room request on a separate line on the reverse of this form. Be sure to allow for set-up and clean-up time.**

Name of Non-Profit Organization \_\_\_\_\_

Nature of Group/Activity \_\_\_\_\_

Meeting rooms are available to non-profit groups only. Is this a non-profit organization? \_\_\_\_\_

Contact Info for Representative - *Adult in charge who will be responsible for the scheduled meetings (This person is ultimately responsible for setting up the room and returning it to its original state)*

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Requests: \_\_\_\_\_ Use of kitchen      \_\_\_\_\_ Large garbage cans      \_\_\_\_\_ Use of TV/DVD player

Special request: \_\_\_\_\_

*I have read the Meeting Room Policy and understand that failure to abide by it may result in changes being billed to the organization or representative and/or the loss of the right to use the Library's Meeting Rooms in the future. It is my responsibility to inform the library of any changes to the information provided on this form.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

