

## Meeting Room Rental

**MEETING ROOM POLICY**

The Marguerite Frizell Room and Common Room are available during the hours the library is open to the public.

The **Frizell Room** may be rented for a minimum fee of \$40 for up to three hours of access, plus \$10 for each additional hour or portion thereof. A maximum of 80 people may be in the room at one time, depending on setup.

The **Common Room** is a quiet study and research area open to the public. It may be rented for a fee of \$20 for a block of up to two hours. It cannot be booked longer than two hours. A maximum of 20 people may be in the room at one time.

- The library provides tables and chairs for use in both rooms but cannot guarantee the room will be set up in advance. Renters may request to use the library's projector for presentations. Electrical outlets and wireless internet are available.
- Renters must reserve and pay for use of the room in advance. Applications are considered on a first-come, first-served basis. Rental fees may be refunded if the reservation is cancelled at least 72 hours in advance.
- The library reserves the right to refuse a rental or reservation request and to cancel any reservation. In the case of a cancellation of a reservation by the library, any fees paid will be refunded.
- Renters must leave the room in the same condition as it was found (garbage removed, chairs returned to their original positions and straightened, etc.) No renter may store any materials in the room between bookings. Exit doors must be kept free from obstruction. Smoking and the consumption of alcoholic beverages in the library are prohibited.
- The library is not responsible for personal injury or damage or for the theft or loss of clothing or equipment of anyone using the library's meeting space. The renter is responsible for the conduct and supervision of all persons admitted to the room and must see that all regulations are strictly adhered to. The renter is responsible for the payment of all costs incurred as a result of damage to any library property.

Name \_\_\_\_\_

Organization \_\_\_\_\_

Full address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Date of rental \_\_\_\_\_ Start time \_\_\_\_\_ End time \_\_\_\_\_

Brief description of event \_\_\_\_\_

Room Requested (Frizell Room or Common Room) \_\_\_\_\_

Anticipated attendance \_\_\_\_\_

Desired setup \_\_\_\_\_

AV needs (if any) \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

<b>Staff only</b>		
Rental fee _____	Approved by _____	Date _____
Payment received ( )	Amount _____	Date _____