

Application for Meeting Room Use

Incomplete Applications May Result In A Processing Delay

Organization Name (Exact Title):		
Type of Organization: <input type="checkbox"/> Business <input type="checkbox"/> Community Group <input type="checkbox"/> Governmental <input type="checkbox"/> Individual <input type="checkbox"/> Non-Profit*		
* Nonprofit organizations may be required to submit a copy of their IRS determination letter showing status prior to confirmation of reservation		
Primary Contact Name:		
Address:		
City	State	Zip
Email Address:		
Day Phone:	Evening Phone:	
FAX :	Alternate Phone:	
Alternate Contact:		
Email Address:		
Day Phone:	Evening Phone:	
Title of Event:		
Purpose of Event: <input type="checkbox"/> Meeting <input type="checkbox"/> Social <input type="checkbox"/> Commercial <input type="checkbox"/> Fundraising <input type="checkbox"/> Other (describe):		
Will there be any items for sale or any charges, fees, donations, or other expenses for attendance or participation? <input type="checkbox"/> No <input type="checkbox"/> Yes (restrictions and fees may apply), if yes, explain:		
Intended Audience:		
<input type="checkbox"/> Organization Members <input type="checkbox"/> Company Employees <input type="checkbox"/> Guests by Invitation Only <input type="checkbox"/> Clients/Potential Clients <input type="checkbox"/> General Public		
Requested Date/Time		
Date:	Time:	Estimated Attendance:
Requested Location		
Main Library <input type="checkbox"/> Auditorium <input type="checkbox"/> Classroom <input type="checkbox"/> Boardroom North Branch <input type="checkbox"/> Auditorium <input type="checkbox"/> Conference Room Southwest Branch <input type="checkbox"/> Auditorium <input type="checkbox"/> Conference Room <input type="checkbox"/> Classroom Ogden Valley Branch <input type="checkbox"/> Auditorium <input type="checkbox"/> Community Room <input type="checkbox"/> Boardroom <input type="checkbox"/> Study Room <input type="checkbox"/> Commercial Kitchen Pleasant Valley Branch <input type="checkbox"/> Black Box Theater <input type="checkbox"/> Full Auditorium <input type="checkbox"/> Auditorium – East <input type="checkbox"/> Auditorium – West <input type="checkbox"/> Full Activity Center <input type="checkbox"/> Activity Center – North <input type="checkbox"/> Activity Center – South <input type="checkbox"/> Boardroom <input type="checkbox"/> Amphitheater <input type="checkbox"/> Commercial Kitchen		
Refreshments		
<input type="checkbox"/> Will not be served <input type="checkbox"/> Will be Served (Restrictions and fees may apply)		
Type of refreshment: <input type="checkbox"/> Light Refreshments/Party Trays <input type="checkbox"/> Boxed Meals <input type="checkbox"/> Catered		

Audio/Visual Equipment Required

- No
- Yes

Technical Assistance Required?

- No
- Yes (fees may apply) **Note: All Black Box Theater Events (where theater lighting and control booth are required) must have a Library Staff AV technician

Room Setup & Audio/Visual Equipment Requirements

Please specify any requirements and furnishings (limited availability and fees may apply):

- Tables - Quantity _____
- Chairs - Quantity _____
- Media Cart (LCD projector w/Screen Computer)
- Podium with microphone
- DVD or VHS Player
- Portable Whiteboard
- Easel
- Baby Grand Piano (**fee**)
- Electric Piano (**fee**)

Technical assistance required?

- No
- Yes (fees may apply). ** NOTE: All Black Box Theater Events (where lighting and control booth are required) must have a Library Staff Audio/Visual technician.

Pleasant Valley Branch Only:

- Black Box Sound and Lighting (**fee**)
- Smart Lectern
- Document Imager

The organization/individual applying for permission to use Library spaces, through its named representative, agrees to abide by the policies and regulations of the Library in regard to such spaces, facilities, and equipment. All programs and meetings scheduled during Library hours shall conclude 15 minutes prior to Library closing. Arrangements may be made for events taking place during non-Library hours. Doors to meeting rooms must remain unlocked during all programs and events held on Library property. Public inquiries concerning meeting room use will be answered from information supplied on this application. Fees must be paid at least 5 working days in advance of scheduled use.

Cancellations: The Library must be notified of any cancellations. Reservations canceled less than 48 prior to the event date will be subject to a cancellation fee equal to 50% of the meeting room fee. Cleaning fees are non-refundable. No refund will be given for cancellations received less than 48 hours prior to the event.

I have read and understand the Weber County Library meeting room guidelines and regulations and agree to abide by them.

Applicant Signature: _____ Date: _____

Applicant's Representative Signature: _____ Date: _____

(Required if applicant is under 18 years of age)

To be completed by Library Staff

User Category: Category 1 Category 2 Category 3 Category 4
Copy of IRS letter (on file) if required (Y/N): _____

Approved by: _____

Fees (if required), if not required put N/A:

Room Rental Fee:	Cleaning Fee:	Equipment Fee:	AV Tech Fee:	Staff Fee:	Security Fee:
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Total Fee:	Payment Received:	Date:
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Method of Payment

- Cash
- Check/Money Order (Make checks payable to: **Weber County Library**)
- Debit/Credit Card

Fee(s) refunded: _____ Date: _____ Reason: _____