

Application for Meeting Room Use

Incomplete Applications May Result In A Processing Delay

Organization Name (Exact Title):

Type of Organization: Business Community Group Governmental Individual 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: Meeting Social Commercial Fundraising Other (describe):

Will there be any items for sale or any charges, fees, donations, or other expenses for attendance or participation? No Yes (restrictions and fees may apply), if yes, explain:

Intended Audience:

Organization Members Company Employees Guests by Invitation Only Clients/Potential Clients
 General Public

Requested Date/Time

Date:

Time:

Estimated Attendance:

Recurring

Requested Location

Main Library Auditorium Boardroom Classroom

North Branch Auditorium Conference Room

Southwest Branch Activity Center Amphitheater Auditorium Black Box Theater Boardroom
 Classroom Commercial Kitchen

Ogden Valley Branch Auditorium Community Room Boardroom Study Room Commercial Kitchen

Pleasant Valley Branch Activity Center Amphitheater Auditorium Black Box Theater
 Boardroom Classroom Commercial Kitchen

Refreshments

Will not be served

Will be Served (**Restrictions and fees may apply**)

Type of refreshment: Light Refreshments/Party Trays Boxed Meals 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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Weber County Discount Y/N

Method of Payment

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

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