

## 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:**

### Requested Location

**Main Library**     Auditorium     Classroom     Boardroom

**North Branch**     Auditorium     Conference Room

**Southwest Branch**     Auditorium     Conference Room     Classroom

**Ogden Valley Branch**     Auditorium     Community Room     Boardroom     Study Room     Commercial Kitchen

**Pleasant Valley Branch**     Black Box Theater     Full Auditorium     Auditorium – East     Auditorium – West

Full Activity Center     Activity Center – North     Activity Center – South     Boardroom     Amphitheater

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:

Total Fee:	Payment Received:	Date:

**Method of Payment**

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

Fee(s) refunded: \_\_\_\_\_ Date: \_\_\_\_\_ Reason: \_\_\_\_\_