Warsaw Community Public Library
Meeting Room Request

310 E. Main St.
Warsaw, IN 46580
574-267-6011
574-267-3959 FAX

RESERVATION INFORMATION

Meeting Room: A B A/B C **(staff use only)**

Date(s): _____

Set Up Time: _____ Start Time: _____ End Time: _____

Number of Attendees: _____

Organization Name: _____

Library Cardholder: _____

Library Card Number: _____

Address: _____

City/State/Zip: _____

Contact Phone Number: _____

Alternate Phone Number: _____

Email Address: _____

ROOM FEES

Non-Profit/Non-Commercial: Yes No (circle one)

Closed to the Public: Yes No (circle one)

If yes to Closed to Public: these fees apply $10/hour (2 hour min.) Full day rate: $70.00

Profit: Yes No (circle one)

Profit Fees: $40/hour (2 hour min.) Full day rate: $280.00

Notes: _____

_____

All fees must be paid at the Circulation Desk prior to the start of the meeting. Groups paying a fee to use a room may collect fees from participants only to reimburse a speaker, pay for refreshments, room rental, or defray the cost of materials and/or equipments. **No** collection of monies may be taken on library premises.

WARSAW COMMUNITY PUBLIC LIBRARY

continued →

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Equipment Available (check items needed):

Tables: (#)	_____	Piano	_____
Chairs (#)	_____	Screen	_____
Podium	_____	Laser Pointer	_____
Lapel Microphone	_____	Easel	
Handheld Microphone	_____	Dry Erase Markers/Eraser	_____
TV	_____	Coffee Maker	12 cup 24 cup
DVD	_____	VCR	_____
LCD Projector (room a/b)	_____		
Videoconference System	_____	IP Number:	_____
Laptop Computer Cart	_____		

Will you be needing the kitchenette? Yes No

Will you be bringing in refreshments: Yes No

I have read and understand the meeting room policy. I certify that this meeting will be educational, cultural, intellectual, or charitable in nature. I declare that the information given above is true. Through me, the group is responsible for any infractions of the regulations and damages to library property incurred during or in connection with the use of the meeting room. I will abide by the maximum occupancy limits, as stated in the policy. If there is a fee to use the room, I agree to pay the fee prior to the start of the meeting.

_____ I agree (please initial)