

Meeting Room Use Application

Today's Date _____ Reservation Date & Time or Ongoing _____

Name: _____

Phone Number: _____

Address _____

Library Card number and/or Driver's License Number: _____

Organization using a room at the library: _____

Type of use (Please circle all that apply): Local non-profit Out of area non-profit For-profit
 Educational Personal/Private Event Community Civic Business

Equipment Needed (Circle items needed.) Meeting OWL Laptop Computer Speaker

*Library card is needed to check out equipment

other: _____

I have reviewed the Bertha Bartlett Meeting Room Policy and understand that by signing this document I am personally responsible for any damage/loss to the building, library property, key (if needed) and any cleaning fees. (Any decorations used need to be approved prior to being attached to the walls and/or ceilings.) In addition, I am responsible to remove trash, return the room to its original condition, secure the room after use, and to ensure conduct during meeting room use is consistent with library policy.

Responsible Party Signature: _____ Date: _____

Library Staff: _____ Date: _____

Fees charged: _____ Fee paid date: _____ Staff initials: _____

Fees for using the Main Meeting Room and/or Kinne Wing:

- Non-profit community groups (no charge)
- For profit groups (\$15 for up to 4 hours, \$25 for all day)
- Private individuals/groups (\$15 for up to 4 hours, \$25 for all day)
- Non-profit organizations from outside the Story City/ Gilbert area will be limited to one use per month without charge. (Additional uses \$15 for up to 4 hours, \$25 for all day)

Payment should be made payable to BBPL.

Meeting Room Checklist

Please sign and date checklist and leave in book drop with the key or return this form to staff after your event.

Please DO NOT prop open the front door. The hex key that you have been loaned will allow you to have the front door unlocked, so there is no need to prop the door

- Please leave the meeting rooms and restrooms as you found them
- If you put food in the garbage cans or have filled it, please take the bag(s) to the trash receptacle.
- Please wipe down tables. Rags are under kitchen sink in kitchenette. Please leave wet rags in the sink.
- Please unplug toaster oven, coffee pots or other devices.
- Make sure all lights are turned off including:
 - Kitchenette
 - Meeting Room
 - Men's Restroom
 - Women's Restroom
 - Entry

- Lock the Meeting Room door
- Lock Library door if room was used after regular Library hours.
- Sign and date this checklist
- Return this form and keys to front desk or drop in book drop.

Signature: _____ **Date:** _____

BBPL Staff: _____

You may be charged for damages or if cleaning is necessary due to your event.