

**Nappanee Public Library  
Meeting Room Reservation**

Name of individual or organization \_\_\_\_\_ Library Card #: \_\_\_\_\_

Date of meeting \_\_\_\_\_ Start/end time of meeting \_\_\_\_\_

Type of meeting or program \_\_\_\_\_

# of attendees: \_\_\_\_\_

**Non Profit (no charge) (Kitchen only can only be guaranteed if Meeting Room 1 is included.)**

- A. Meeting room 1 \_\_\_\_\_
- B. Meeting room 2 \_\_\_\_\_
- C. Meeting room 1 & 2 \_\_\_\_\_
- D. Meeting room 2 and Conference \_\_\_\_\_
- E. + Kitchen (no charge) Yes \_\_\_\_\_ No \_\_\_\_\_
- F. Conference room \_\_\_\_\_
- G. Meeting room 1, 2, and Conference \_\_\_\_\_

**For Profit/Private Individual (Kitchen only can only be guaranteed if Meeting Room 1 is included.)**

- A. Meeting room 1 (\$35.00 + sales tax) = \$37.45 \_\_\_\_\_  
+ Kitchen (\$10.00 + sales tax= \$10.70) Yes \_\_\_\_\_ No \_\_\_\_\_
- B. Meeting room 2 (\$20.00 + sales tax) = \$21.40 \_\_\_\_\_
- C. Meeting room 1 & 2 (\$35.00 + \$20.00 + sales tax = \$58.85) \_\_\_\_\_
- D. Meeting room 2 and Conference (\$20.00 + \$15.00 + sales tax = \$37.45) \_\_\_\_\_
- E. Conference room (\$15.00+ sales tax = \$16.05) \_\_\_\_\_
- F. Meeting room 1, 2, and Conference room (\$35.00 + \$20.00 + \$15.00 = \$74.90) \_\_\_\_\_  
+ Kitchen (\$10.00 + sales tax= \$10.70) Yes \_\_\_\_\_ No \_\_\_\_\_

Meeting room equipment available (please check equipment you will need for your meeting. We will do our best to accommodate based on availability).

**Replacement charges are in parentheses after each item.**

- \_\_\_\_\_ Podium (\$150)
- \_\_\_\_\_ Microphone/PA System (\$250)
- \_\_\_\_\_ Screen (\$200)
- \_\_\_\_\_ Projector (\$150)
- \_\_\_\_\_ Dry Erase Easel (\$80)
- \_\_\_\_\_ Opaque Projector (\$250)
- \_\_\_\_\_ DVD Player (\$50)
- \_\_\_\_\_ Television (\$150)

Kitchen equipment available

- \_\_\_\_\_ Punch bowl (\$20)
- \_\_\_\_\_ Serving trays (\$10)
- \_\_\_\_\_ Small appliances (\$20)
- \_\_\_\_\_ Coffee pot (must provide coffee, filters, and cups) (\$40)
- \_\_\_\_\_ Pitchers (\$20)
- \_\_\_\_\_ Serveware (\$20)

**(over, please)**

**NO ALCOHOLIC BEVERAGES ARE PERMITTED ON LIBRARY PROPERTY  
NO SMOKING IS PERMITTED ON LIBRARY PROPERTY**

**ALL MEETINGS REQUIRE A \$50 DAMAGE DEPOSIT** (returned if no damages incurred)

**Two separate payments are required.**

**Deposit must be made by check. Rental fee may be made by cash, check, or credit card**

- A standard setup of tables and chairs will be provided for use in the meeting room. If more tables and chairs are used or if tables and chairs are moved in a different configuration, the group is responsible for returning the room to its original setup.
- All meetings must begin within regular library hours. Meetings must adjourn and the room vacated 15 minutes before the library closes.
- Meeting room users may not conduct sales of any kind.
- Significant damage to or theft of any of the library's equipment or kitchenware will result in replacement costs being charged. Please see the following information.

I have read the Meeting Room Policy established by the Nappanee Public Library Board of Trustees and agree to abide by this policy. I will be responsible for the conduct of the people present and will assume responsibility for any damage to library property due to our occupancy. In addition, we agree to not hold the library responsible for any damage or loss to individuals or property resulting from our use of the meeting room(s).

Printed name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Phone \_\_\_\_\_

Second contact name \_\_\_\_\_

Phone \_\_\_\_\_

Email: \_\_\_\_\_

\*\*\*\*\*

**FOR LIBRARY USE ONLY**

Received by \_\_\_\_\_

Date \_\_\_\_\_

Deposit paid Yes\_\_\_\_ No \_\_\_\_

Date \_\_\_\_\_

Room fees paid Yes\_\_\_\_ No\_\_\_\_

Date \_\_\_\_\_

Kitchen fee paid Yes\_\_\_\_ No\_\_\_\_

Date \_\_\_\_\_

Deposit returned Yes\_\_\_\_ No\_\_\_\_

Date \_\_\_\_\_