

Nappanee Public Library
Meeting Room Reservation Request

Name of individual or organization _____

Date of meeting _____ Start/end time of meeting _____

Type of meeting or program _____

of attendees: _____

Library Card #: _____

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 1 & Conference (\$35.00 + \$10.00 + sales tax = 48.15) _____
- E. Meeting room 2 and Conference (\$20.00 + \$10.00 + sales tax = \$32.10) _____
- F. Conference room (\$10.00+ sales tax = \$10.70) _____
- G. Meeting room 1, 2, and Conference room (\$35.00 + \$20.00 + \$10.00 + sales tax= \$69.55) _____
+ 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) | _____ Dry Erase Easel (\$80) |
| _____ Microphone/PA System (\$250) | _____ Opaque Projector (\$250) |
| _____ Screen (\$200) | _____ DVD Player (\$50) |
| _____ Projector (\$150) | _____ Television (\$150) |

Kitchen equipment available

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

(over, please)

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

ALL FOR-PROFIT/PRIVATE INDIVIDUAL 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 _____