

DUNLAP PUBLIC LIBRARY DISTRICT
APPLICATION FOR USE OF THE CONFERENCE ROOM

This application must be signed by an adult, age 21 or older and submitted along with the rental fee and damage deposit (7) business days prior to the scheduled event, to the Library Director, Monday through Thursday, 9:00 a.m. to 7:30 p.m., Friday, 9:00 a.m. to 5:30 p.m., Saturday 9:00 a.m. to 1:30 p.m. All bookings must be approved by the Library Director or their designee. All cancellations must be submitted (2) business days before the reserved date or in the event of a library building emergency or weather related emergency, for a full refund.

1. The Conference room at Dunlap Public Library is open to the public. If an Organization fails to cancel within (2) business days of the meeting or if it fails to appear for its scheduled meeting it forfeits the rental fee paid at the time of reservation.
 - a. Commercial use requires payment of \$200 per four-hour session, minimum.
 - b. Social use requires payment of \$40 per two-hour session, minimum.
 - c. Non-profit use requires no payment per session. Events where products are sold for the Users profit or a charge is paid by the attendees resulting in a profit for the User does not qualify as non-profit rental rate. The Library reserves the right to require proof of current non-profit status.
 - d. In every case a damage deposit of \$100 is required.
 - e. **Attendance may not exceed 50 individuals, including standing room.**

2. Application: Please complete all information requested, sign and date.

- e. Name of Organization and/or Individual: _____
- f. Commercial _____ Social _____ Non-Profit _____
- g. Are you charging an admission fee? Yes _____ No _____
- h. Date requested _____ Time _____ am/pm to _____ am/pm
- i. Purpose for which the room is requested: _____
- j. Estimated number of people to attend: _____
- k. Number of chairs _____ No. of tables _____ No. of tables for crafts _____
- l. Contact person:
Name _____
Address _____ City/Zip _____
Phone _____ Email _____
- h. Consummation of food must be approved in advance by the Library Director.
List food you intend to serve _____

- m. Available Equipment, check items requested:
DVD player _____ Refrigerator _____
Projector & Screen _____ Microwave _____

The Conference room will be available 15 minutes after the building opens, all participants must vacate the building 15 minutes before the building closes. The Conference room must be cleaned and returned to original condition. Trash picked up and bagged, counter and tables wiped clean, microwave and refrigerator wiped out, floors cleaned, bathrooms checked.

Any advance publicity about the meeting will not refer to the Library except as the location of the meeting. In any publicity the Library's phone number may not be used as a contact for information. No publicity signs will be permitted on Library premises.

Violations of the rules regarding the use of the Library Conference room may result in the cancellation of the meeting and disqualification from future use of the Conference room.

- **I have read the policy governing the use of the Conference room and facilities.**
- **I agree to follow the policy and agree to make restitutions for any damages that occur.**
- **I acknowledge that by signing this Application, I become personally and financially responsible for any actions of the organization or group or any of its attendees and that the Library will look to me personally for damages for which I am jointly and severally liable with the organization or group.**
- **I understand that my reservation is not confirmed until this Application is approved by the Library Director or their designee.**
- **I understand that my application cannot be approved until I submit all applicable rental and deposit fees.**

Signature of Applicant: _____

Library Signature: _____

RENTAL FEE: _____ CK# _____ DATE PAID: _____

DEPOSIT: _____ CK# _____ DATE PAID: _____

DEPOSIT RETURNED? Yes or No AMOUNT RETURNED: _____

DEPOSIT RETURN METHOD: Mail or IN PERSON

NOTES: