

Frank Sarris Public Library Community Meeting Room Application

Event Information

Name of Event:	Date of Event:
Times of Event:	Room(s) Requested:
Anticipated Attendance:	

Additional Items Requested and Room Set-up

Kitchenette (\$25 fee)	Must be rented in conjunction with Meeting Room #1		
Projector			
Chairs:			
Tables:	Rectangle:	Round:	
Room Set-up*	Yes <input type="checkbox"/> No <input type="checkbox"/>	Set-up Fee negotiated at time of rental:	

*Rooms are rented as empty spaces with tables and chairs provided – if you want additional set up/break down choose Yes and a fee will be negotiated.

Contact Information

Name:	
Address:	
Phone:	Email:

- I have read and agree to the “Room Usage Policy at Frank Sarris Public Library”.
- I accept full financial responsibility for the related charges as outlined by the policy.
- I understand I must cancel 7 days in advance of the event or forfeit my room rental donation.

Signature	Date
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Note: For fee waiver requests please attach 501(c)3 information and tax exempt number.

Note: For room rentals other than for personal use, attach a certificate of comprehensive general liability insurance as required per the Meeting room Policy.

For Office Use Only

Room Fee Total	Paid	Tax Exempt
\$100 Deposit Check	Deposit Returned	
Library Director Approval		Date