

## Application for Meeting Room Use

Incomplete Applications May Result In a Processing Delay

<b>Organization Name</b> (Exact Title):			
<b>Type of Organization:</b> <input type="checkbox"/> Business <input type="checkbox"/> Community Group <input type="checkbox"/> Governmental <input type="checkbox"/> Individual <input type="checkbox"/> Non-Profit*			
* Nonprofit organizations may be required to submit a copy of their IRS determination letter showing status prior to confirmation of reservation			
<b>Primary Contact Name:</b>			
Address:			
		City	State
Zip			
Email Address:			
Day Phone:		Evening Phone:	
FAX :		Alternate Phone:	
<b>Alternate Contact:</b>			
Email Address:			
Day Phone:		Evening Phone:	
<b>Title of Event:</b>			
<b>Purpose of Event:</b> <input type="checkbox"/> Meeting <input type="checkbox"/> Social <input type="checkbox"/> Commercial <input type="checkbox"/> Fundraising <input type="checkbox"/> Other (describe):			
<b>Will there be any items for sale or any charges, fees, donations, or other expenses for attendance or participation?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes ( <b>restrictions and fees may apply</b> ), if yes, explain:			
<b>Intended Audience:</b>			
<input type="checkbox"/> Organization Members <input type="checkbox"/> Company Employees <input type="checkbox"/> Guests by Invitation Only <input type="checkbox"/> Clients/Potential Clients			
<input type="checkbox"/> General Public			
<b>Requested Date/Time</b>			
<b>Date:</b>	<b>Time:</b>	<b>Estimated Attendance:</b>	<input type="checkbox"/> Recurring
<b>Requested Location</b>			
<b>Main Library</b> <input type="checkbox"/> Activity Center <input type="checkbox"/> Auditorium A <input type="checkbox"/> Auditorium B <input type="checkbox"/> Classroom A <input type="checkbox"/> Classroom B			
<b>North Branch</b> <input type="checkbox"/> Activity Center A <input type="checkbox"/> Activity Center B			
<b>Southwest Branch</b> <input type="checkbox"/> Activity Center 1 <input type="checkbox"/> Activity Center 2 <input type="checkbox"/> Activity Center 3 <input type="checkbox"/> Auditorium A <input type="checkbox"/> Auditorium B			
<input type="checkbox"/> Black Box <input type="checkbox"/> Boardroom <input type="checkbox"/> Classroom <input type="checkbox"/> Commercial Kitchen			
<b>Ogden Valley Branch</b> <input type="checkbox"/> Auditorium <input type="checkbox"/> Boardroom <input type="checkbox"/> Study Room <input type="checkbox"/> Commercial Kitchen <input type="checkbox"/> Community Room			
<b>Pleasant Valley Branch</b> <input type="checkbox"/> Activity Center -Full <input type="checkbox"/> Activity Center – North <input type="checkbox"/> Activity Center – South <input type="checkbox"/> Black Box Theater			
<input type="checkbox"/> Full Auditorium <input type="checkbox"/> Auditorium – East <input type="checkbox"/> Auditorium – West <input type="checkbox"/> Boardroom <input type="checkbox"/> Commercial Kitchen			
<b>Refreshments</b>			
<input type="checkbox"/> Will not be served			
<input type="checkbox"/> Will be Served ( <b>Restrictions and fees may apply</b> )			
Type of refreshment: <input type="checkbox"/> Light Refreshments/Party Trays <input type="checkbox"/> Boxed Meals <input type="checkbox"/> Catered			

**Audio/Visual Equipment Required**

- No  
 Yes

**Technical Assistance Required?**

- No  
 Yes (fees may apply) **\*\*Note:** All Black Box Theater Events (where theater lighting and control booth are required) must have a Library Staff AV technician

**Room Setup & Audio/Visual Equipment Requirements**

Please specify any requirements and furnishings (limited availability and fees may apply):

- Tables - Quantity \_\_\_\_\_  
 Chairs - Quantity \_\_\_\_\_  
 Podium  
 Easel  
 White Board  
 Baby Grand Piano (**fee**)  
 Electric Piano (**fee**)

**Technical assistance required?**

- No  
 Yes (fees may apply). **\*\* NOTE:** All Black Box Theater Events (where lighting and control booth are required) must have a Library Staff Audio/Visual technician.

**Pleasant Valley Branch/Southwest Branch Only:**

- Black Box Sound and Lighting (**fee**)  
 Smart Lectern

The organization/individual applying for permission to use Library spaces, through its named representative, agrees to abide by the policies and regulations of the Library in regard to such spaces, facilities, and equipment. All programs and meetings scheduled during Library hours shall conclude 15 minutes prior to Library closing. Arrangements may be made for events taking place during non-Library hours. Doors to meeting rooms must remain unlocked during all programs and events held on Library property. Public inquiries concerning meeting room use will be answered from information supplied on this application. **Fees must be paid at least 5 working days in advance of scheduled use.**

Cancellations: The Library must be notified of any cancellations. Reservations canceled less than 48 prior to the event date will be subject to a cancellation fee equal to 50% of the meeting room fee. Cleaning fees are non-refundable. No refund will be given for cancellations received less than 48 hours prior to the event.

I have read and understand the Weber County Library meeting room guidelines and regulations and agree to abide by them.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
**(Required if applicant is under 18 years of age)**

**To be completed by Library Staff**

User Category:  Category 1  Category 2  Category 3  Category 4  
 Copy of IRS letter (on file) if required (Y/N): \_\_\_\_\_

Approved by: \_\_\_\_\_

**Fees (if required), if not required put N/A:**

Room Rental Fee:	Cleaning Fee:	Equipment Fee:	AV Tech Fee:	Staff Fee:	Security Fee:
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Total Fee:	Payment Received:	Date:
<b>Weber County Discount Y/N</b>		

**Method of Payment**

- Cash  
 Check/Money Order (Make checks payable to: **Weber County Library**)  
 Debit/Credit Card

Fee(s) refunded: \_\_\_\_\_ Date: \_\_\_\_\_ Reason: \_\_\_\_\_