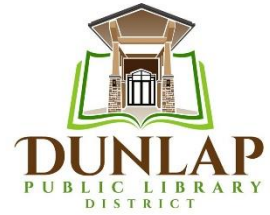


DUNLAP PUBLIC LIBRARY DISTRICT

Meeting Room Application



See the Dunlap Public Library District (DPLD) Meeting Room Policy for full list of rules, regulations, and policies.

1. The Meeting Room of the DPLD is open to the public. If a User fails to cancel within (2) business days of the meeting, or if a User fails to appear for their scheduled meeting, that User forfeits the rental fee paid at the time of reservation.
 - a. Commercial use requires payment of \$400 per four-hour session, minimum.
 - b. Non-profit use requires no payment per session. The Library reserves the right to require proof of current non-profit status.
 - c. In every case a damage deposit of \$100 is required.
 - d. **Attendance may not exceed 50 individuals, including standing room.**

2. Application: Please complete all information requested; sign and date.
 - a. Name of Organization and/or Individual: _____
 - b. Commercial _____ Non-Profit _____
 - c. Are you charging an admission fee? Yes _____ No _____
 - d. Date requested _____ Time _____ am/pm to _____ am/pm
 - e. Purpose for which the room is requested: _____

 - f. Estimated number of people to attend: _____
 - g. Number of chairs _____ No. of tables _____
 - h. Contact person:
Name _____
Address _____ City/Zip _____
Phone _____ Email _____
 - i. Consummation of food must be approved in advance by the Library Director.
List food you intend to serve _____

 - j. Available Equipment, check items requested:
Projector _____ Screen _____

3. The Meeting Room will be available 15 minutes after the building opens. Participants must have the Meeting Room cleaned and returned to original condition 15 minutes before the building closes. Violations of the DPLD Meeting Room Policy may result in the cancellation of the meeting and disqualification from future use of DPLD facilities.
 - a. **I have read the DPLD Meeting Room Policy**
 - b. **I agree to follow the Policy, and agree to make restitutions for any damages that occur.**
 - c. **I acknowledge that by signing this application, I become personally and financially responsible for any actions of the organization or group with which I am**

connected or any of its attendees, and that DPLD will look to me personally for damages for which I am jointly and severally liable with the organization or group.

- d. I understand that my reservation is not confirmed until this application is approved by the Library Director or their designee.
- e. I understand that my application cannot be approved until I submit all applicable rental and deposit fees.

Signature of Applicant: _____

Library Signature: _____

For Library Use Only:

Rental Fee: _____ Check# _____ Date paid: _____

Deposit: _____ Check# _____ Date paid: _____

Deposit Returned? Yes or No Amount Returned: _____

Deposit Return Method: Mail or In Person or Shred

Notes: