

**ELYRIA PUBLIC LIBRARY SYSTEM
COMMUNITY MEETING ROOM APPLICATION**

EVENT INFORMATION

Date(s) of Event:

Requester/Organization:

Setup Time:	Start Time:	End Time:	Clean Up Time:
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Total Event Time:	Anticipated Attendance:
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Please list the name of the person(s) who will be signing in to the room, if other than requester:

CONTACT INFORMATION

Name of Primary Contact:

Address:	Phone:
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City:	State:	ZIP Code:
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Organization:	Email:
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LOCATION REQUESTED

Check the Meeting Room and Branch Location Requested:

- | | |
|--|--|
| <input type="checkbox"/> Central-Scheide Room (60)
<input type="checkbox"/> - Podium
<input type="checkbox"/> Central-Conference Room (12) | <input type="checkbox"/> West River-Miller Room (80)
<input type="checkbox"/> - Podium
<input type="checkbox"/> West River-Study Room #1 (2)
<input type="checkbox"/> West River-Study Room #2 (2)
<input type="checkbox"/> West River-Second Floor Conference Room (30) |
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EQUIPMENT NEEDS

Central Branch-Scheide Room-only

- Sound System/Microphone
- Projector/Screen

West River-Miller Room-only

- Sound System/Microphone
- Projector/Screen

*Equipment rental only available for the Miller Room and Scheide Room. (\$25.00 flat fee)

- I am bringing my own equipment**
(The renter is solely responsible for setup and knowledge of setup of own equipment.)

SIGNATURES

- I have read and agree to the "Room Usage Policy" of the Elyria Public Library.**
- I accept full financial responsibility for the related charges as outlined by the policy.**
- Rental is for a Nonprofit Organization. (Proof Required)

SIGNATURE OF REPRESENTATIVE:

DATE:

OFFICE USE ONLY

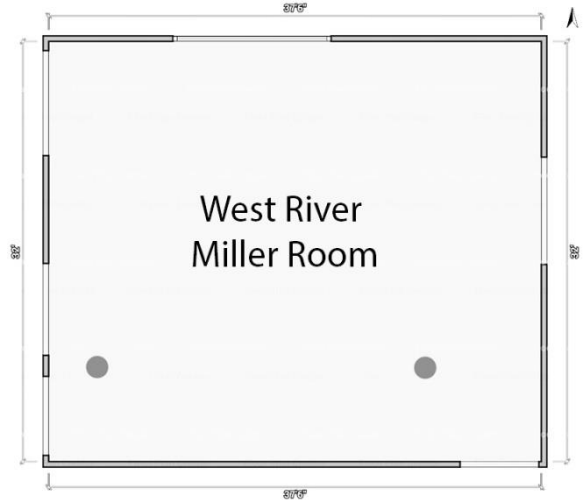
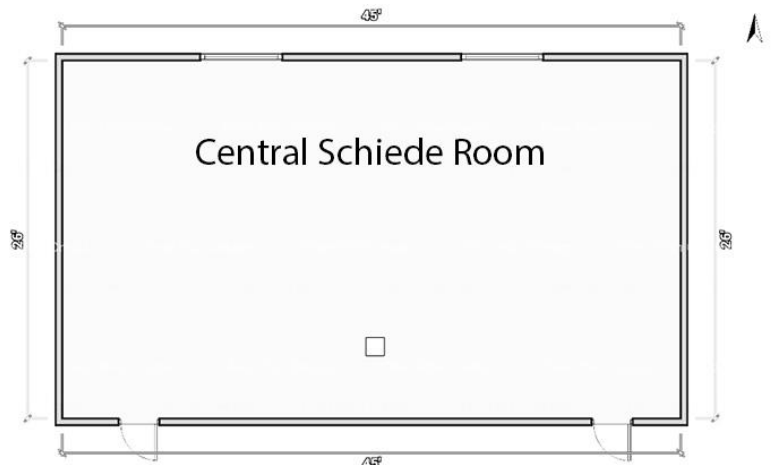
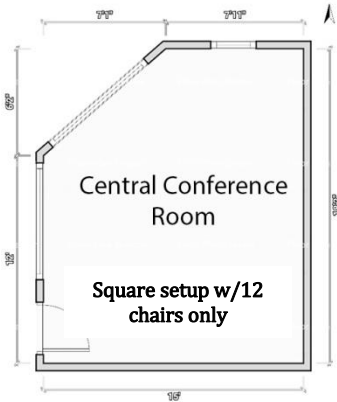
Deposit of \$100.00	Initials	Deposit Returned date	Initials
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Balance Due	Payment Amount Received	Payment Type
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Date Received	Initials	Nonprofit verification
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Please see other side to request room setup.

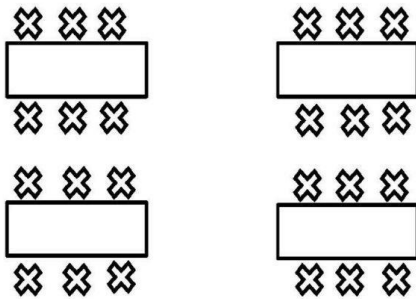




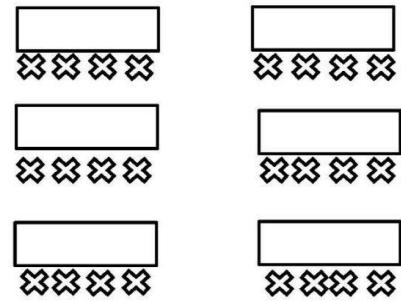
PLEASE check the box for your choice of setup

- MILLER/SCHIEDE ROOM only

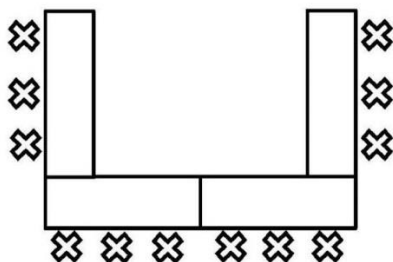
Banquet Style (Round or Square)



Classroom Style



U-Shaped Style



Theater Style

