



Meeting Room Application

This application must be filled out and returned no later than 3 days after reserving the room.

Group Name	
Brief Meeting Purpose	
Contact Name	
Contact Telephone	
Contact Email Address	
Mailing Address	
Alternate Contact	
Alternate's Telephone	
Is your organization For-profit?	Yes* <input type="checkbox"/> No <input type="checkbox"/> <small>*For businesses and for-profit organizations, there is a fee of \$35 for 4 hours or less and \$75 for 4 to 8 hours. Fee is due within 3 days of making the reservation.</small>
Expected attendance	
One-time meeting or series of 2–4 meetings	Day of week _____ Date(s) _____
On-going meetings for January—December	Month to start: _____ Week of the month: 1 st 2 nd 3 rd 4 th 5 th Day of the month: Sun Mon Tue Wed Thu Fri Sat
Total Time of Reservation (includes set-up & clean-up)	Begins: _____ Ends: _____
Rooms Requested	Meeting Room <input type="checkbox"/> Kitchen <input type="checkbox"/>
Projector Needed	Yes* <input type="checkbox"/> No <input type="checkbox"/> <small>* Training is required in order to use equipment. Call the library Mon - Fri to set up a training time. Staff Initial: _____</small>
Total Amount Due	Room Fee due within 3 days of making the reservation: (no charge for non-profits) \$0 \$35 \$75 (circle one)

Meetings with individuals under 21 years old must have an adult sponsor in attendance at their meeting. Groups with 12 year olds and under must have a sponsor per 5 individuals. Groups with 13-20 year olds must have a sponsor per 10 individuals.

By signing below, you agree to the following:

- I agree to honor the Irondale Public Library Meeting Room Regulations.
- I understand that I assume financial responsibility of any damages beyond normal usage of the meeting room, kitchen, and its equipment and furnishings.
- I understand the Library staff is not responsible for set-up or clean-up for my event.
- I understand the Library is not responsible for publicizing my event and the Library phone number cannot be used on publicity.

My signature below indicates that I agree to abide by the policies of the library.

Signature: _____ Date: _____

The Irondale Public Library Board reserves the right to refuse a reservation to anyone who fails to meet the IPL Meeting Room Regulations. The Board reserves the right to withdraw a previously approved reservation at any time with or without prior notice.