Application for the use of Forgeron Hall

The Forgeron Hall is available w/o charge:

Monday, Wednesday, Friday and Saturday, 10:00 am to 4:30 pm
Tuesday and Thursdays, 1:00 pm to 8:30 pm

Date of Meeting ______________________
(Check for room availability at www.eldredgelibrary.org, and click on calendar in top right corner)

Name of Organization ___________________________________________________________

Mailing Address ________________________________________________________________

Authorized Representative ________________________________________________________

Telephone __________________________ Email ________________________________

Program Time

Begin ________________ End ________________

Room Booked (please include time needed for set-up and clean-up)

Begin ________________ End ________________

Anticipated number of people attending ________________________________

Portion of the room to be reserved: ____________________________________________
(a) Entire room
(b) Front Half (Classroom/Rows of Chairs) (up to 100 ppl)
(c) Rear Half (Seating Around Tables) (up to 20 ppl)
(d) Kitchen

Equipment needed: ____________________________________________________________
(a) microphone (how many?) ___
(b) tape player
(c) slide projector
(d) lectern
(e) VCR
(f) Large TV
(g) compact disc player
(h) LCD Projector
(i) overhead projector
(j) chalkboard / whiteboard
(k) DVD
(l) other ___________________

Bringing your own equipment? ________________________________________________

YOU ARE RESPONSIBLE FOR ARRANGING THE ROOM TO SUIT YOUR NEEDS (ie: moving tables and chairs) AND RETURNING THE ROOM TO ITS FORMER STATE.
If refreshments are served, kitchen and tables must be cleaned after use.

Briefly describe the nature of the program _______________________________________

_______________________________________________________________________

The fee for Library non-operating hours will be $25.00 per hour. Billed time will included one half hour before and after scheduled times. There is a $25.00 minimum fee.

By signing this application, I attest that I am an authorized representative of the individual, group, or organization requesting the use of Eldredge Public Library Forgeron Hall. I have read the rules and conditions relating to such use and fully understand and agree on behalf of the individual, group or organization to abide by these rules and conditions.

Signature of authorized representative ___________________________ Date ______________________

_______________________________________________________________________

August 2010 Official Use: ______ Received at library on __________ by __________
___ Confirmation emailed / phone on __________ by _________