

ESTHERVILLE PUBLIC LIBRARY
APPLICATION FOR USE OF COMMUNITY ROOM

Date of Application: _____ Name of event or meeting: _____

Purpose of event or meeting: _____

Name of Sponsoring Nonprofit Organization:

Contact Person:

Address: _____

Email: _____ Cell Phone Number: _____

Requested Date of meeting _____ Time: From _____ To _____

Expected Number Attending: _____ (75 limit)

If the proposed meeting or event will be repeated, how often and on what schedule are you requesting the use of the room?

Equipment Requested (note that the desired equipment may not be available, and please verify with a staff member):

Already in the room:

- Stove / Range (not active without staff intervention)
- Screen / Multi-media Projector
- Dedicated Laptop
- OWL Camera(s)

Requested to check-out (circle as needed):

- Overhead Projector (for transparencies)
- HDMI Cord
- Adapter for Mac laptop
- White board on easel
- Keys for access up to 2 hours prior / 2 hours after EPL open hours

LIBRARY HOURS: (IN EFFECT YEAR AROUND) (Hours subject to change)

Monday, Tuesday, and Wednesday	9:30 A.M. - 6:00 P.M.
Thursday	9:30 A.M. - 8:00 P.M.
Friday	9:30 A.M. - 5:00 P.M.
Saturday	9:30 A.M. - 1:00 P.M.

I, the undersigned, have read and agree to the Estherville Public Library Community Room Policy and confirm that the proposed event meets all requirements (initial each item and sign below):

I will:

- return the key and/or any applicable equipment within 24 hours of the conclusion of my event or meeting
- return the room to its original condition including cleanliness and arrangement
- notify the library if my event is canceled
- follow all policies and regulations
- pay any applicable fees for loss of equipment or damage to equipment or facilities
- make arrangements to test AV components in advance, if needed

I will not:

- allow my meeting or event attendees to remain inside the building beyond open hours (or the two-hour extension, if allowed by EPL staff)
- host holiday or other private parties in an EPL meeting room
- sell merchandise, conduct fundraising, solicit contacts for later sales or placement of orders, or charge admission fees
- require attendees to provide contact information
- list or imply that the EPL is a sponsor or co-host of my event, nor will I share the library's logo or phone number with my promotional materials

This application will be kept on file for your organization for one year, or until the policy or form is updated (whichever comes first). At that point you will be asked to complete a new form.

Signature of applicant: _____

Approved by (signature of staff member) _____