

**FORT DODGE PUBLIC LIBRARY
MEETING ROOM APPLICATION**

There is a \$25 fee per four (4) hours usage for any group using the Library Meeting Room other than non-profit organizations. Fees should be submitted with application.

The organization using the Meeting Room is responsible for room set up and cleaning after the meeting.

NAME OF ORGANIZATION: _____

DATE OF MEETING: _____

TIME NEEDED (Including room set up and cleaning): _____

ESTIMATED NUMBER OF PEOPLE ATTENDING: _____

EQUIPMENT NEEDED

____ Tables	____ Microphone	____ ICN
____ Chairs	____ Overhead Projector	____ Projection Screen
____ Coffee Pot	____ LCD Projector/Computer	____ TV/VCR

CONTACT INFORMATION: _____

NAME OF CONTACT: _____

ADDRESS: _____

PHONE NUMBER: _____

The contact must check in prior to the meeting at the Circulation Desk. The contact must complete the attendance form and return it to the Circulation Desk before leaving the Library.

Signature of Person Requesting Reservation

Date of Request

You will be contacted to confirm your Meeting Room reservation.

.....
Your request has been approved and scheduled.

Date: _____

Administrative Staff Signature: _____

Approved 1/24/01
Rev. 10/27/03