

# Stillwater Public Library

## Meeting Rooms Application \*

### Meeting Information:

Title of Meeting (to be placed on the board) \_\_\_\_\_

Today's Date \_\_\_\_\_ Room Reservation Date: \_\_\_\_\_ Time of Reservation \_\_\_\_\_ - \_\_\_\_\_

Approximate size of group: \_\_\_\_\_ Is this a "non-profit group or organization"? Yes  No

**\*Please note ~ an application and \$50.00 deposit are required before your meeting will be scheduled and confirmed.**

### **Which room do you wish to reserve?**

**138** ~ for non-profit groups only  
Boardroom style (capacity 14)

**119**  
Classroom style (capacity 67)

**1<sup>st</sup> Floor Computer Lab**  
Classroom style (capacity 67)

**215 Auditorium**  
Classroom style (capacity 108)  
Theater style (capacity 250)  
Custom style (capacity varies)

**Prep Kitchen~** Free with Meeting room ( By request only)

**214**  
U Shape style (capacity 40)

**202**  
Classroom style (capacity 36)

**313**  
Boardroom style (capacity 40)

**309 Reception Area**  
Classroom style (capacity 36)  
Theater style (capacity 85)  
Round Table style (capacity 48)

### Applicant/Organization information:

Organization Name (if applicable): \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State/Zip)

Phone: (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Home) \_\_\_\_\_

(Fax) \_\_\_\_\_ **Email to receive invoices:** \_\_\_\_\_

Purpose or function of meeting: \_\_\_\_\_

I affirm that I am at least eighteen years of age. I have completely read and fully understand the policies, rules and the disclaimer pertaining to the use of the Stillwater Public Library's meeting rooms.

I agree to be responsible for my group and paying all fees accrued.

Name of applicant (please print): \_\_\_\_\_

Signature of applicant: \_\_\_\_\_

### **For office use only:**

Deposit Amount: \_\_\_\_\_ Payment Description: \_\_\_\_\_ Date: \_\_\_\_\_ GIS \_\_\_\_\_

Transfer/Applied Amount \_\_\_\_\_ Refund Amount \_\_\_\_\_ Date: \_\_\_\_\_