

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)

1st Floor Computer Lab
Classroom style (capacity 67)

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

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: _____

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: _____