**MEETING ROOM APPLICATION AND RENTAL AGREEMENT**
## Northwest Regional Library System
*Serving Bay, Gulf, and Liberty Counties*

**Applications must be submitted to the Library where the requested meeting room resides at least three (3) business days prior to the event. Payment (if applicable) must be made by cash or check at the time of submittal of the application. A meeting room is not considered reserved until the application is received, paid for (if applicable), approved, and confirmed by the Library. The person reserving the facility must be at least 18 years of age. Photo identification is required to reserve a Library meeting room.**

Please Print

MEETING DATE: _____   ESTIMATED ATTENDANCE (please estimate): _____

TIME OF RESERVATION (including setup/breakdown)*:* _____ TIME OF EVENT: _____

PLEASE DESCRIBE THE PURPOSE OR PROGRAM CONTENT OF YOUR EVENT: _____

ORGANIZATION NAME_____

WEBSITE _____   NON-PROFIT OR GOVERNMENT AGENCY (Y/N)? _____

APPLICANT NAME:_____   EMAIL ADDRESS: _____

APPLICANT PHONE:  HOME _____ WORK _____   CELL _____

NAME AND TELEPHONE NUMBER OF PERSON THE PUBLIC CAN CONTACT FOR PROGRAM DETAILS:
_____   TELEPHONE _____

Bay County Public Library Only:  The Meeting Room is equipped with amplified lectern with microphone, ceiling-mounted digital projector, motorized screen, and AV cart. Cables for connecting the renter's laptop or DVD player to the digital projector and the projector's remote for turning on its power must be requested from the Circulation Desk. The Library does not provide a computer or DVD player. The Library and Bay County Board of County Commissioners are not responsible for malfunctions of equipment. Because of the varied types of equipment, our staff cannot provide training in or assistance with connecting your equipment.

Room rates:   Government agencies and non-profit organizations may use the room for up to four (4) hours at no charge.  Applicant may be required to provide proof of agency or non-profit status.
For-profit groups pay $20 for up to four (4) hours per use.
All groups, except government agencies, pay $40 per day per reservation period exceeding four (4) hours.
A security deposit of $200 is required if food and/or beverages other than water are served.

Clients are responsible for setup and breakdown of the room**.**

Cancellations:   Clients who need to cancel a reservation should notify the Library as soon as possible. Cancellations received 24 hours prior to the scheduled use will receive a refund check by mail for fees paid.

   **By signing below I acknowledge that I understand and agree to the terms outlined in the *Meeting Room Use Policy* and that the information provided above is true and complete to the best of my knowledge.**

APPLICATION DATE: _____   SIGNATURE OF APPLICANT: _____

| | |
|---|---|
| Amount Due, Room: $_____ | Approved ☐   Disapproved ☐ |
| Amount Due, Food Deposit: $_____ | |
| Amount Paid: $_____ | Date _____ |
| Cash _____   Check _____ | By _____ |
| Date _____ Staff Initials _____ | ID presented _____ |