



ELYRIA PUBLIC LIBRARY SYSTEM COMMUNITY MEETING ROOM APPLICATION

EVENT INFORMATION

Date(s) of Event:

Requester/Organization:

Setup Time:

Start Time:

End Time:

Clean Up Time:

Total Event Time:

Anticipated Attendance:

Please list the name of the person(s) who will be signing into the room, if other than requester:

CONTACT INFORMATION

Name of Primary Contact:

Address:

Phone:

City:

State:

ZIP Code:

Organization:

Email:

LOCATION REQUESTED

Check the Branch Location and Meeting Space Requested:

CENTRAL

- Central-Rotary Conf. Room (Whole room 90)
Founders Rm (24)
Morrison Rm (36)
Scheide Rm (36)
Podium
Central - Study Room #1 (6)
Central - Study Room #2 (6)

WEST RIVER

- West River - Miller Room (50)
Podium
West River - 2nd Fl. Conf. Room (20)
West River - Study Room #1 (2)
West River - Study Room #2 (2)

Max numbers are Dependent on Set-up Styles.

SOUTH

- South-Conference Room (16)
South - Study Room #1 (4)
South - Study Room #2 (4)

KEYSTONE

- Keystone - Lg. Conf. Rm. (30)
Keystone - Sm. Conf. Rm. (8)
Keystone - Study Room #1 (2)
Keystone - Study Room #2 (2)

Kitchenette available upon request with some Conference rooms, excluding South Branch.

EQUIPMENT NEEDS (CONFERENCE ROOMS ONLY)

- Sound System/Microphone
Projector/Screen

-or-

I am bringing my own equipment

(The renter is solely responsible for setup and knowledge of setup of own equipment.)

SIGNATURES

- I have read and agree to the "Room Usage Policy" of the Elyria Public Library System. (required)
I accept full financial responsibility for the related charges as outlined by the policy. (required)
Rental is for a Nonprofit Organization. (Proof Required)

SIGNATURE OF REPRESENTATIVE:

DATE:



ELYRIA PUBLIC LIBRARY SYSTEM  
COMMUNITY MEETING ROOM APPLICATION

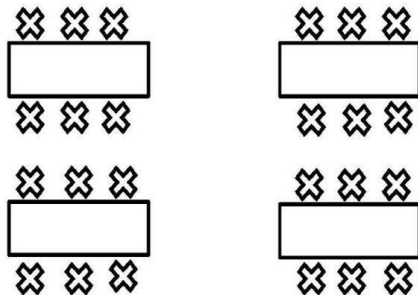
OFFICE USE ONLY

Balance Due	Payment Amount Received	Payment Type
Date Received	Initials	Nonprofit Verification
Approved	Denied	Reason/Date
Date Deposit Received:		Date Deposit returned to Patron:

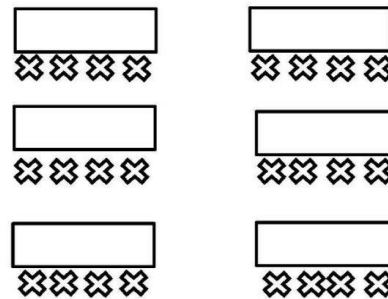
## ROOM SETUPS

**PLEASE** check the box for your choice of setup

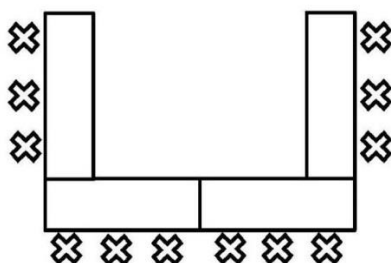
**Banquet Style** (Round or Square)



**Classroom Style**



**Board Style**



**Theater Style**

