



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)

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:



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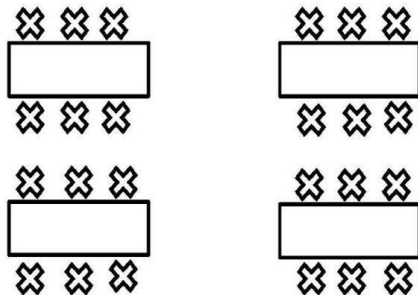
OFFICE USE ONLY

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

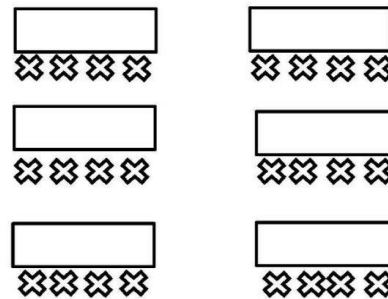
ROOM SETUPS

PLEASE check the box for your choice of setup

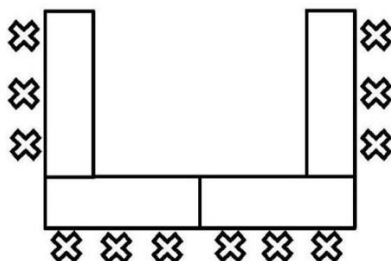
Banquet Style (Round or Square)



Classroom Style



Board Style



Theater Style

