

EATON RAPIDS AREA DISTRICT LIBRARY

Meeting Room Application

220 S. Main Street
 Eaton Rapids, Michigan 48827
 517-663-0950

Please use one form per meeting. Submission of this application does not guarantee reservation approval.

APPLICANT INFORMATION					
Today's Date					
Name of Organization					
For-Profit Business	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Non-Profit/Community Group	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Contact Person					
Phone			Email Address		
Date(s) of Use			Time of Use (include set-up and clean-up time)		
Purpose of Meeting/Event					
Anticipated Attendance (maximum capacity is 15)					

EQUIPMENT			
Equipment Needed (check all that apply):	Chairs # __ __	Table <input type="checkbox"/>	Hot Water Percolator <input type="checkbox"/>
LCD Projector <input type="checkbox"/>	Laptop <input type="checkbox"/>	Easel <input type="checkbox"/>	
<i>Groups must provide a qualified operator for any equipment used. The Library can only provide limited technological support at any time. Please ask at the Front Desk for assistance during your event.</i>			

DISCLAIMER AND SIGNATURE			
<i>I have read and agree to the terms of the Meeting Room Policy. I understand that the Library reserves the right to cancel my use of the Meeting Room at any time for any reason. I understand that I am responsible for the room and its contents.</i>			
Print Full Name			
Signature			Date

LIBRARY USE ONLY					
Approval By				Date	
Organization Notified On			By		
Fee Amount	\$25.00/Day <input type="checkbox"/>	Other			Credit Card <input type="checkbox"/> Cash/Check <input type="checkbox"/>
Date Paid			Accepted By		
<i>The Library Director may waive or amend fees as appropriate.</i>					
Calendar Updated:	Yes <input type="checkbox"/>	By			

Submit completed application to the Library in person, by fax 517-663-1940, or by email info@eradl.org.
 Additional Questions? Please call 517-663-0950
The application must be completed, signed and approved by Library staff before the reservation can be confirmed.

