



Meeting Room Application

Organization or group name:

Purpose of organization or group:

Purpose of meeting:

Date of meeting: Start time: Finish time: Total hours:

Expected attendance:

Full room: Half room: (Check one)

Application made by:

Address:

Home phone: Office phone:

Email address:

All fees and deposits due with application

I have read the regulations governing the use of the Ferndale Area District Library meeting room facilities and agree to abide by the conditions set forth. I understand and agree that fees for damage to the facilities will be assessed or deposit will be forfeited. Failure to abide by the regulations governing the use of meeting room facilities may disqualify the organization from future use of the facilities. I hereby indemnify and hold harmless the City of Ferndale, The Ferndale Public Library, the Library Board, and provider agency employees and volunteers from all liability directly or indirectly related to an event or meeting held at the Ferndale Area District Library under this application.

Permission to use a library meeting room does not imply endorsement of the aims, policies, or activities of any group or organization.

Signature _____ Date: _____
Responsible party for applicant

For library use only:

Fee paid: _____

Refreshment approved: _____

Refreshment Deposit collected: _____

Scheduled: _____

Staff member initials: _____

Fee (Check one)

Ferndale Businesses or Ferndale Chamber of Commerce Members/For Profit

East Room: \$20.00/Hour

West Room: \$30.00/Hour

Entire Room: \$50.00/Hour

Additional fees use of Library audio/visual equipment, if available:

Wide screen television and DVD player \$30.00

Digital projector \$25.00

Audio/public address system \$25.00

Refundable deposits required for refreshment; due with application

Light refreshments \$20.00

Describe refreshments to be served:

Number of chairs requested:

Number of tables requested

Rectangles:

Diamonds: