

**SMITH PUBLIC LIBRARY**  
**APPLICATION FOR USE OF MEETING ROOMS**

Approved by the Library Board, February 11, 2019

**Note:** All applicants must have a library card. Applicants check-in and check-out at the Service Desk (first desk upon entering the building.) The library card must be presented at the time of the meeting to the Service Desk. The meeting room will be checked out to the applicant. The applicant is required to check-in the meeting room upon the end of the meeting. **Library cards other than the applicant's will not be accepted.** A staff member is required to unlock the meeting room at the beginning of the meeting and lock it after the meeting. Applicants are not permitted to enter an unlocked meeting room without first notifying a staff member.

**Date of Application:** \_\_\_\_\_

**Name of Organization:** \_\_\_\_\_

**Date of Meeting:** \_\_\_\_\_ **Expected Attendance:** \_\_\_\_\_

**Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

**Note:** Start and end times include set-up and break-down of meeting space.

**Program Topic:** \_\_\_\_\_

**Brief Description about the topic (highlight its purpose):**

\_\_\_\_\_  
\_\_\_\_\_

**Room Arrangement:** (Applicant is responsible for set-up and break-down of meeting room.)

**Multipurpose Room only: Available number of tables (9 Round; 12 Rectangle)**

**Please specify what you need for set-up: Number of Round:** \_\_\_\_\_

**Number of Rectangle:** \_\_\_\_\_ **Number of Chairs:** \_\_\_\_\_

**Audiovisual Needs: Please circle: Available in Conference Room:** Television with DVD player

**Available in Multipurpose Room:** Lectern, Overhead Projector, and Sound System with microphone

**Note:** Computers and other electronic devices are not provided by the library.

**Conference Room only:** Room contains six conference tables, may be rearranged within the room.

**Applicant's Name:** \_\_\_\_\_

**Applicant's Library Card Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Telephone Number:** A.M. \_\_\_\_\_ P.M. \_\_\_\_\_

**Type of Organization (check one):**

Non-Profit: (Please attach 501(c) (3) document): \_\_\_\_\_

For-Profit: \_\_\_\_\_

Other (Please explain): \_\_\_\_\_

**Meeting Room Fees:**

Payment must be received at the time of the reservation. An Application will not be considered without full payment. If the Application is not approved, payment will be refunded. Checks made payable to the City of Wylie. A \$25.00 service fee is charged for returned checks.

**A. Multipurpose Room (maximum occupancy 200, no tables or chairs):**

● Monday - Saturday:

- Users other than non-profit organizations: \$45.00 per hour, non-refundable.

- Non-profit 501(c) (3) organizations: \$30.00 per hour, non-refundable. Proof of non-profit status is required.

**B. Conference Room (maximum occupancy 24, 18 at tables with chairs):**

● Monday - Saturday:

- Users other than non-profit organizations: \$20.00 per hour, non-refundable.

- Non-profit 501(c)(3) organizations: The Conference Room is free to non-profit organizations. Proof of non-profit status is required.

**Meeting Room Request (please check one):**

Multipurpose Room: \_\_\_\_\_ Conference Room: \_\_\_\_\_

**Total Cost: \_\_\_\_\_ (minimum of 48 hours' notice required for cancellation and refund)**

**Payment Amount Received:** Check: \_\_\_\_\_ Cash: \_\_\_\_\_ Credit Card: \_\_\_\_\_

**I have read and understand the Smith Public Library Meeting Room Policy and I agree to abide by its rules and regulations.**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**For Staff Use Only:**

(\_\_\_\_\_) Approved

(\_\_\_\_\_) Declined

**By:** \_\_\_\_\_  
Library Administration

**Date:** \_\_\_\_\_