AUSTIN PUBLIC LIBRARY

MEETING ROOM APPLICATION

Meeting Date:_____

Beginning Time:_____ Ending Time:_____

Organization:_____ Non-Profit: Yes____ No____

Contact Person: _____

Phone: _____ Fax: _____ E-mail _____

Address:_____

_____

Meeting Room (circle one): Large room (up to 100) Small room (up to 15)

Estimated attendance: _____ Piano Use: Yes_____ No_____

Specify Audio Visual equipment needed: _____

White dry erase board available for free use Kitchen: Yes _____
(large room only)

Food and beverage to be served:_____

FEES FOR MEETINGS (during regular library hours only):

For-Profit & Private Groups: $10.00/hour ($25.00 minimum) to use the large meeting room
$5.00/hour ($10.00 minimum) to use the small meeting room

Non-Profit Groups: No fee, unless admission charged or meeting closed to public

Set-up, Clean-up, Late Fee $25.00 minimum

Please call the library at least 48 hours in advance if it is necessary to cancel the meeting. The library secretary will be the official contact person at the library. **ALL MEETINGS MUST BE CONCLUDED AND SEATING PUT BACK IN ORDER AS SHOWN ON THE DIAGRAM ON THE WALL (prior to the next scheduled meeting or library closing time) TO AVOID THE $25.00 ADDITIONAL SET-UP, CLEAN-UP, LATE FEE.**

I have read and understand the Library's Meeting Room Policy and agree to abide by it.

_____ _____
Signature of Group Contact Person Date Signed

***Return completed application to*:**
(this sheet only)

Meeting Room
Austin Public Library
323 Fourth Ave NE
Austin MN 55912-3370

(507)433-2391 ext. 310
Fax (507)433-8787
Email: ssteinhoff@selco.info

Revised 11/09