

Bessemer Public Library

APPLICATION FOR USE OF MEETING OR CONFERENCE ROOM

<u>DATE(S) AND HOURS REQUESTED:</u> For each dated requested, give day, date, beginning time and ending time. Include time for room set-up and breakdown. Application form and fee(s) must be submitted at least ten (10) days prior to date requested. Payments must be received at the time reservations are being made.

Meeting Dates:	Hours:		Room Desired (please circle):		
	From:	a.m./p.m. To:	a.m./p.m.	Marvel City /	Auditorium
	From:	a.m./p.m. To:	a.m./p.m.	Marvel City /	Auditorium
	From:	a.m./p.m. To:	a.m./p.m.	Marvel City /	Auditorium
INFORMATION ABOUT T	THE PERSON C	OMPLETING TI	HE APPLICA	ATION:	
Name					
Address	City		State	Zip	
INFORMATION ABOUT T	THE INDIVIDUA	AL OR GROUP H	IOLDING TI	HE MEETING:	
Organization or Group Name:	:				_
Address	City		State	Zip	
Name of Chief Officer		Title	Ph	none No	
Address.	City _		State _	Zip	
Brief History of the Group or	Organization:				
This group is (please select or	ne):				
Commercial - A meeting	g is considered con	nmercial if: (i) any	charges or fe	es are required in	order to attend
this meeting; (ii) goods or ser	vices are sold at o	r offered for sale a	t the meeting;	or (iii) the meeting	ng promotes a
commercial enterprise.					
Social Event - parties, re	ceptions and cerei	monies			
Non-Commercial - A me	eeting is non-com	mercial if the grou	p is an IRS red	cognized non-pro	fit entity, is a
civic or educational group wit	th meetings and pr	resent or future goo	ods or services	s are not sold at or	r offered for
sale at the meeting.					
Purpose of this Meeting:					
Expected Attendance	_ Seating may no	ot exceed room cap	pacity.		
Will refreshments be served?				kitchenette? Yes _	No
Is meeting open to general pu		No Will vo	ou be reservinc	our audio-visual o	equipment?
Meeting Room Application 20		Yes	No	,	

USER AGREEMENT CONTRACT

Meeting Room Policy and I agre authorized officer, agent, or emp	ee to comply with the provision ployee of the Organization seek agree that I will be held person	been provided a copy of Bessemer Public Library is therein. I further certify that I am the ing to rent this facility. By signing this Contract, ally liable for any damages occurring during the
use of the Meeting/Conference I use of the facility. I understand	Room having fully read and und that I have reserved the use of the	act with The Bessemer Public Library for the lerstand all rules and regulations governing the ne Meeting/ Conference Room for oup/ organization's reservation is not final until:
The Library approves theThe Library receives fee	e application of the rental for the reserved ro	om
		I will assume full by The Bessemer Public Library.
responsible (and will forfeit any	Security Deposit paid to The L ment including cost of repairing	lerstand that I will be held financially ibrary) for any damages made to facilities, any damages made to furnishings caused by the
its guests. I understand that The facility if my group or I do not o	Board of Trustees of The Besse comply with the user agreement	rior of the group/organization's membership and emer Public Library may cancel our use of the , and the Guidelines for Meeting/Conference sole discretion of the Bessemer Public Library
 Signature	 	Library Card # or Driver's License #