



# Bessemer Public Library

## APPLICATION FOR USE OF MEETING OR CONFERENCE ROOM

**DATE(S) AND HOURS REQUESTED:** 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.	<u>Marvel City / Auditorium</u>
_____	From: a.m./p.m. To: a.m./p.m.	<u>Marvel City / Auditorium</u>
_____	From: a.m./p.m. To: a.m./p.m.	<u>Marvel City / Auditorium</u>

**INFORMATION ABOUT THE PERSON COMPLETING THE APPLICATION:**

Name \_\_\_\_\_ Contact Number \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**INFORMATION ABOUT THE INDIVIDUAL OR GROUP HOLDING THE MEETING:**

Organization or Group Name: \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Name of Chief Officer \_\_\_\_\_ Title \_\_\_\_\_ Phone No. \_\_\_\_\_  
 Address. \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip. \_\_\_\_\_  
 Brief History of the Group or Organization: \_\_\_\_\_

This group is (please select one):

\_\_\_ **Commercial** - A meeting is considered commercial if: (i) any charges or fees are required in order to attend this meeting; (ii) goods or services are sold at or offered for sale at the meeting; or (iii) the meeting promotes a commercial enterprise.

\_\_\_ **Social Event** - parties, receptions and ceremonies

\_\_\_ **Non-Commercial** - A meeting is non-commercial if the group is an IRS recognized non-profit entity, is a civic or educational group with meetings and present or future goods or services are not sold at or offered for sale at the meeting.

**Purpose of this Meeting:** \_\_\_\_\_

Expected Attendance \_\_\_\_\_ **Seating may not exceed room capacity.**

Will refreshments be served? Yes \_\_\_\_\_ No \_\_\_\_\_ Will you be reserving the kitchenette? Yes \_\_\_\_\_ No \_\_\_\_\_

Is meeting open to general public? Yes \_\_\_\_\_ No \_\_\_\_\_ Will you be reserving our audio-visual equipment? Yes \_\_\_\_\_ No \_\_\_\_\_

