

Application for Use of Meeting Room

Application for Use of Library: Community Room (Capacity 100) Friends' Activity Room (Capacity 30) (check one)

Name of Organization Applying:

Organization's Representative: _____ Title: _____
(Must be reserved by an adult representative)

Organization Home Address: _____
Check One Street City Zip

Home Phone: _____ Business Phone: _____ Email: _____

Date(s) Requested: _____ (Rooms may not be reserved more than two months in advance)

Hours Desired: _____ AM PM through _____ AM PM Total Hours: _____
(Events must be concluded 15 minutes prior to library closure)

Type of Activity: _____

Anticipated Attendance: _____ Open to Public: Yes No
(If the room is not open to the public Category 3 or 4 fees will apply)

Check Fee Category which applies:

	Category 1	No Charge	Library uses and co-sponsored programs	Library sponsored or co-sponsored cultural events, library programming and library educational events
	Category 2	No Charge	Canton Resident or Canton based Educational, Cultural, Informational or Governmental/Civic Activities, Non-Profit 501(c)(3) organization	Canton homeowners associations, public lectures, panel discussions, workshops and other similar functions serving Canton residents. 501(c)(3) documentation may be required.
	Category 3	\$50.00 per session (up to 4 hours)	For-Profit Organizations/Businesses within Canton	For-profit businesses of Canton residents – or – Businesses located within Canton.
	Category 4	\$200.00/per session (up to 4 hours)	Non-Resident	Non-Resident groups, individuals or organizations including Non-Profit 501(c)(3).
	Category 5		No usage permitted	For-profit groups or organizations soliciting or selling products or services are not eligible to use library meeting rooms.
	Additions	\$25.00 Kitchen / Cleaning Deposit \$50.00 Equipment Rental Fee		<i>Depending on the nature of the event (craft, food service, etc.) a \$25 cleaning deposit may be required. The Community Room kitchen is not intended for cooking, but to provide a convenient space for the preparation of ready-to-serve items or light refreshments. No meals may be served.</i> <i>Projector, laptop, DVD player, microphone, presentation remote, extension cord. Equipment rental fee is non-refundable.</i>

Sponsoring individuals and organizations agree to and shall indemnify, defend and hold harmless, Canton Public Library and its appointed officials, boards, committees, agents and employees (collectively, the "library") against all suits, actions, demands, damages, and expenses of any nature which may be brought or made against the library or which the library may pay, sustain, or incur by reason of the use of the library facilities by sponsoring individuals or organizations.

Authorization to use library facilities may be revoked by the Library Director or designee upon violation of any policy, rule or procedure. A written appeal of the decision may be made by the complainant to the Chair of the Library Board within 10 business days. The Library Board will review the documentation and render their decision within 60 days of receipt of the complainant's appeal.

Canton Public Library Board of Trustees
1200 S. Canton Center Road
Canton, MI 48188
<http://cantonpl.org/aboutus/board>

I HAVE READ AND UNDERSTAND THE POLICY ON THE USE OF THE CANTON PUBLIC LIBRARY MEETING ROOMS AND AGREE TO ABIDE BY ITS REGULATIONS.

Printed Name
Of Applicant:

Signature
Of Applicant:

Date:

(Must be signed by an adult representative)

Approved By:

Date:

(Library Director or Designee)

Office Use Only

Date Application Received: _____

Date Room Charge Received: _____

Date Application Approved: _____

Check No. _____

Date Approval Email Sent: _____

Date Equipment Charge Received: _____

Check No. _____

Date Cleaning Deposit Received: _____

Date Cleaning Deposit Returned: _____