

## Application for Use of Meeting Room

Applica	tion for Use c	of Library:	mmunity Room 🤍	→ Friends' Activity Room	(check one)
		(Ca	pacity 100)	(Capacity 30)	
Name o	of Organizatio	n Applying:			
				<b></b>	
Organiz	ation's Repre			Title:	
		(Must be r	reserved by an adult representa	ative)	
Org	anization C	Home Address:			
	Check One	7.10.11.0 7.10.01.000.	Street	City	Zip
Home F	Phone:	Business	Phone:	Email:	
Date(s)	Requested:			(Rooms may not be reserved me	ore than one month in advance)
Hours E	Desired:	AM PM through	AM PM	Total Hours:	
	(Events	must be concluded 15 minut	tes prior to library closure)		
Type of	Activity:				
Type of	Activity.				
A + : :				On an ta Dublia	)Vaa Na
Anticipa	ated Attendar	nce:		Open to Public:  If the room is not open to the public Cat	Yes No
			(	ir the room is not open to the public car	egory 5 or 4 rees will apply.)
Do you	plan to use o	ur A/V equipment?	Yes No		
	•			ation about the AV system please visit o	ur website.)
		·	, ,	, .	,
Check F		which applies:	T.,,		
	Category 1	No Charge	Library uses and co- sponsored programs	programming and library ed	onsored cultural events, library
			sponsored programs	programming and library ex	additional events
	Category 2	No Charge	Canton Resident or		iations, public lectures, panel
			Canton based	-	other similar functions serving
			Educational, Cultural, Informational or	Canton residents.	
			Governmental/Civic	501(c)(3) documentation m	ay be required.
			Activities, Non-Profit		
	Catagony 2	¢E0.00 por sossion	501(c)(3) organization For-Profit	For profit businesses of Car	ton residents or Businesses
	Category 3	\$50.00 per session (up to 4 hours)	Organizations/Businesses	The state of the s	nton residents – or – Businesses
		(4)	within Canton		
	Category 4	\$200.00/per session (up to 4 hours)	Non-Resident	Non-Resident groups, indivinon-Profit 501(c)(3).	iduals or organizations including
	Category 5	(wp to + nours)	No usage permitted		izations soliciting or selling products
	7 7 7		, , , , , , , , , , , , , , , , , , ,		to use library meeting rooms.
	Addition	\$25.00 Kitchen /		Depending on the nature o	f the event (craft, food service, etc.)
		Cleaning Deposit			be required. The Community Room
				-	cooking, but to provide a convenient
				space for the preparation of refreshments. No meals mo	f ready-to-serve items or light
				regresimients. No meuls mo	iy be serveu.
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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:				
Cit				
Signature		Data		
Of Applicant:		Date:		
1)	Must be signed by an adult representative)			
Approved By:		Date:		
	(Library Director or Designee)			
·	(Library Birector or Besignee)			
,				
	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:		