

Application for the use of Forgeron Hall

The Forgeron Hall is available w/o charge:

Monday, Wednesday, Friday and Saturday, 10: 00 am to 4:30 pm
Tuesday and Thursdays, 1:00 pm to 8:30 pm

Date of Meeting _____

(Check for room availability at www.eldredgelibrary.org, and click on calendar in top right corner)

Name of Organization _____

Mailing Address _____

Authorized Representative _____

Telephone _____ Email _____

Program Time

Begin _____ End _____

Room Booked (please include time needed for set-up and clean-up)

Begin _____ End _____

Anticipated number of people attending _____

Portion of the room to be reserved:
(circle appropriate items)

- a) Entire room
- b) Front Half (Classroom/Rows of Chairs) (up to 100 ppl)
- c) Rear Half (Seating Around Tables) (up to 20 ppl)
- d) Kitchen

Equipment needed

- | | |
|--------------------------------|----------------------------|
| a) microphone (how many?) ____ | g) compact disc player |
| b) tape player | h) LCD Projector |
| c) slide projector | i) overhead projector |
| d) lectern | j) chalkboard / whiteboard |
| e) VCR | k) DVD |
| f) Large TV | l) other _____ |

Bringing your own equipment? _____

YOU ARE RESPONSIBLE FOR ARRANGING THE ROOM TO SUIT YOUR NEEDS (ie: moving tables and chairs) AND RETURNING THE ROOM TO ITS FORMER STATE.

If refreshments are served, kitchen and tables must be cleaned after use.

Briefly describe the nature of the program _____

The fee for Library non-operating hours will be \$25.00 per hour. Billed time will included one half hour before and after scheduled times. There is a \$25.00 minimum fee.

By signing this application, I attest that I am an authorized representative of the individual, group, or organization requesting the use of Eldredge Public Library Forgeron Hall. I have read the rules and conditions relating to such use and fully understand and agree on behalf of the individual, group or organization to abide by these rules and conditions.

Signature of authorized representative _____ Date _____