



Solon Public Library Meeting Room Application

Phone: 319-624-2678 | Email: staff@solon.lib.ia.us | Website: solon.lib.ia.us

Date/Time Received: _____
Staff Initials: _____

Submit your completed application and applicable payments to the Library.
To check availability and apply online, visit our website and select Meeting Room under the Services Menu.
We'll contact you via email to confirm your reservation within seven (7) days.

Organization/Event: _____

Contact Person: _____ **Phone:** _____

Email: _____

2nd Contact Person: _____ **Phone:** _____

Email: _____

Reservations are accepted on a first come, first served basis during a rolling three-month scheduling window. Library programs receive priority scheduling. Details on this process can be found in the current Meeting Room Policy.

Date (MM/DD/YY) _____

Time (including set up & clean up): _____

Number of people attending: _____

Room Set-Up: Standard set up provides 20 tables and 50 chairs.

The meeting room must be returned to the standard layout at the end of your reservation, see posted layout.

Media Cart (Laptop, Projector, DVD Player, Speakers): Yes / No (circle one) **Podium:** Yes / No (circle one)

Fees (payable by cash or check):

____ \$25 Deposit (due with this application for all organizations)

____ \$20 additional fee For-Profit groups/meetings are required to pay for each event.
(\$25 deposit, \$20 profit = \$45) *if paying by check, please write separate checks*

Choices for Paid Deposit:

____ Donate deposit to library ____ Pick up after meeting ____ Library to shred deposit

Note: Donations are processed upon receipt. Deposit will not be returned until Staff have verified the applicant has met all responsibilities as listed on the back of this form. Deposit checks not picked up within 1 month of meeting will be shredded. Cash will be donated to the library.

Applicant placing the reservation request is responsible for all reasonable repair or replacement costs for damage to the facility space, fixtures, or equipment utilized during the reservation.

Applicant agrees to all terms, procedures and fees associated with the use of the meeting room.

Signature of applicant: _____ **Date:** _____



Solon Public Library Community Meeting Room

User Responsibility



- No smoking, no open flames on candles or other decorative pieces.
- No alcoholic beverages and no controlled substances.
- All garbage must be taken with you. Garbage bags are provided.
- The kitchen and meeting room are to be left clean. Cleaning materials are available under the kitchen sink and in the janitor’s closet.
- Wipe tables and kitchen counters clean.
- Wash, dry, and put away any dishes.
- Vacuum floors, a vacuum is located in the hallway.
- Decorations may be hung using the picture rail around the room and eye hooks.
- No items should be taped, glued, stapled to the meeting room walls.
- No use of adhesive (3M) strips permitted.
- After a meeting, the user should leave the meeting room in its standard arrangement (see posted layout).
- If media cart is needed for a meeting, applicant must request at time of application.
- Library property stored in the meeting room, including chairs, shall not be removed or transferred to other areas without prior approval from staff.
- Children’s groups must have at least one adult supervisor.
- Children may not be left unattended in the library during meetings. Children under age 10 must be accompanied by a designated caregiver at least 11 years old. Refer to our Conduct Policy for full details.
- Applicant placing the reservation request is responsible for all reasonable repair or replacement costs for damage to the facility space, fixtures, or equipment utilized during the reservation.
- If a meeting is scheduled when the main library is closed, applicant is responsible for picking up keys during regular library hours. Please turn off lights, secure the building when you leave, and drop the keys in the book drop to the left of the main entrance.
- The library takes no responsibility for any items left in the meeting room. Items found by staff are generally placed in the Lost & Found Box in the hall.

In case of a building maintenance issue, for example: heating/cooling/electricity/plumbing, please contact City Public Works Staff: 319-631-5071 or Library Staff: 309-368-4739

For medical or fire emergencies please call 911

Johnson County Sheriff’s Department (non-emergency) 319-356-6800

For Staff Processing Only

_____ Added to Calendar (Yes or No)

_____ Confirmation with Patron (circle one): Spoke with Patron Left message Email

_____ \$20 Profit Charge Paid & Processed (if applicable)

_____ \$25 Deposit Paid

_____ Media Cart Set-Up (if needed)

_____ Keys (if needed) Date Processed: _____

_____ Deposit Processed (circle one): Donated Picked up Shredded Staff Initials: _____