



Solon Public Library Meeting Room Application

Submit your completed application and applicable payments to the Library.
We'll contact you to confirm your reservation within seven (7) days.

Date Received:	_____
Staff Initials:	_____
Via Phone:	Y N

Organization/Event: _____

Contact Person: _____ Phone: _____

Email: _____

2nd Contact Person: _____ Phone: _____

Date 1 (MM/DD/YY) _____ Time (including set up & clean up): _____

Check an option: _____ 1/2 room, kitchen side _____ 1/2 room, west side _____ whole room

Date 2 (MM/DD/YY) _____ Time (including set up & clean up): _____

Check an option: _____ 1/2 room, kitchen side _____ 1/2 room, west side _____ whole room

Date 3 (MM/DD/YY) _____ Time (including set up & clean up): _____

Check an option: _____ 1/2 room, kitchen side _____ 1/2 room, west side _____ whole room

Date 4 (MM/DD/YY) _____ Time (including set up & clean up): _____

Check an option: _____ 1/2 room, kitchen side _____ 1/2 room, west side _____ whole room

Fees:

- _____ \$25 Deposit (due with this application for all organizations)
- _____ \$5 Garbage Fee (if you plan to leave your garbage following your event)
- _____ For Profit Meetings have an additional \$20 charge, per 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: Deposit checks not picked up within 1 month of meeting will be shredded. Cash will be donated to the library.

Please: No Candles, No Alcohol



For Staff Processing Only				
_____ Added to Calendar (Yes or No)				
_____ Confirmation with Patron (circle one):	Spoke with Patron	Left message		
_____ \$20 Profit Charge Paid & Processed (if applicable)				
_____ \$25 Deposit Paid				
_____ \$5 Garbage Fee Paid				Date Processed: _____
_____ Deposit Processed (circle one):	Donated	Picked up	Shredded	Staff Initials: _____