

## **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.

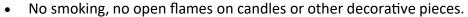
Organization/Event	<b>:</b>
Contact Person:	Phone:
Em	ail:
2nd Contact Person	: Phone:
Em	ail:
	ccepted on a first come, first served basis during a rolling three-month scheduling window. Library riority scheduling. Details on this process can be found in the current Meeting Room Policy.
Date (MM)	/DD/YY)
<b>Time</b> (inclu	ding set up & clean up):
Nur	mber of people attending:
Room Option	ons (Select ONE):
	Side A: 10 tables and 25 chairs (Smart TV for media access)
	Side B: 10 tables and 25 chairs (Kitchen, media cart if selected below)
	Whole Room: 20 tables and 50 chairs (Smart TV, Kitchen, and media cart if selected below)
The meeting room	must be returned to the standard layout at the end of your reservation, see posted layout.
Media Cart (Whole	Room or Side B only) Includes Laptop, Projector, DVD Player, Speakers: Yes / No (circle one)
Podium: Yes / No	(circle one)
Fees (payable by ca	sh or check):
\$25 Deposit (c	lue with this application for all organizations)
	fee For-Profit groups/meetings are required to pay for each event. t, \$20 profit = \$45) if paying by check, please write separate checks
Choices for Paid De	posit:
Donate depos	it to library Pick up after meeting Library to shred deposit
met all responsibilit	e processed upon receipt. Deposit will not be returned until Staff have verified the applicant has ies as listed on the back of this form. Deposit checks not picked up within 1 month of meeting will be be donated to the library.
	e reservation request is responsible for all reasonable repair or replacement costs for damage to the es, 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 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 w	vith Patron	Left message	Email		
\$20 Profit Charge Paid & Processed (if applicable)						
\$25 Deposit Paid						
Media Cart Set-Up (if needed) Podium (if needed)						
Keys (if needed)				Date Processed:		
Deposit Processed (circle one):	Donated	Picked up	Shredded	Staff Initials:		