

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.

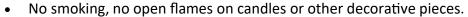
To check availability and apply online, visit our website and select Meeting Room under the Services Menu. We'll contact you via email to confirm your reservation within seven (7) days.

Organization/Event:							
Contact Person:	Phone:						
Email:							
2nd Contact Person:	Phone:						
Email:							
•	erved basis during a rolling three-month scheduling window. Library 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 provide	es 20 tables and 50 chairs.						
The meeting room must be returned to the stand	lard layout at the end of your reservation, see posted layout.						
Media Cart (Laptop, Projector, DVD Player, Speak	xers): 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						
·	posit will not be returned until Staff have verified the applicant has a form. Deposit checks not picked up within 1 month of meeting will be						
Applicant placing the reservation request is responsable facility space, fixtures, or equipment utilized during	nsible for all reasonable repair or replacement costs for damage to the g the reservation.						
Applicant agrees to all terms, procedures and fee							
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	ع): Spc	oke 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:		
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