

**Park Rapids Area Library 210 W 1st St. Park Rapids, MN 56470
218-732-4966 Phone/Fax parkrapids@krls.org**

Meeting Room Application

Capacity: Large Room=70 people, Small Room=23 people

Organization: _____

Applicant or responsible person: _____ Phone(w): _____

Address: _____ Phone (h): _____

Items available: TV/VCR/DVD, overhead, portable white board easel (*markers kept upstairs in library*), podium, portable screen and permanent pull-down screen (Large Meeting Room wall.)

RESPONSIBILITIES:

Admittance: If your meeting begins or ends when the library is not open, you must obtain a key and instructions for the crash bar during library hours.

Parking: Please inform your attendees that ample, non-residential parking is available on the street and in the lot behind City Hall as well as on the East side Library parking lot. **You must leave the 20 minute spots available for library users.**

Food Supplies: All food and drink is to be set up in your scheduled meeting room. The Friends of the Library provide coffee pots for public use. Please bring your own coffee, however. The refrigerator and sink are also available for public use...but remember to take any leftovers with you.

Janitorial: Chairs are to be stacked and the room left neat. Please carry any large amounts of trash out to the dumpster which is south of the library building. Remember to turn off any lights after your meeting. Please check the restrooms. You will be billed for any Janitorial services that are needed after your meeting (minimum \$10).

Informational: After your meeting, please fill out the orange attendance slips (located in each meeting room) and return to desk upstairs, or place in drop box on the east side of the building.

Safety: For safety issues, as well as courtesy to library users; all room users and their guests need to remain in the confines of the reserved room.

Thank you for your help in making this meeting room experience a useful and enjoyable one!

To verify that you have read the **KRL Meeting Room Policy** (separate sheet) and to confirm reservation of meeting room space, please sign and return this form to the library.

Signature of applicant

Today's date

***FEE SCHEDULE**

Non-profit groups: No charge

Non-profit groups that charge a fee or tuition: \$50 for large room, \$10 for small

For-profit groups: \$50 for large room, \$10 for small

Please make checks payable to: **City of Park Rapids**