

Calendar year _____

MEETING ROOM APPLICATION

Large room capacity: 70 Small room capacity: 20

Park Rapids Area Library 210 1st Street West Park Rapids, MN 56470

Phone: 218-732-4966 email: parkrapids@krls.org

Library hours: Mon. 9:30-6:30 Tue/Wed/Thur 9:30-5:30 Fri 9:30-4:30 Sat 9:30-1:30

Organization or Individual _____

Contact person responsible _____ Phone: _____

Address _____

Included in rooms: Small room - Smart TV, podium, four nesting tables with chairs. Large room - White board, podium, 2 pull-down screens, folding tables & chairs (other items may be available- DVD/VHS player, projector, etc)

USER RESPONSIBILITIES

KEYS:

If your meeting begins or ends outside of library hours, **you must check out a key set from the front desk during open library hours.** You may return it to the front desk or through the book drop on the east side of the building.

ATTENDANCE:

Please fill out an attendance slip for your meeting. These are located in each meeting room and can be returned to the front desk or through the book drop on the East side of the building

FOOD:

You are welcome to use the kitchen area and refrigerator for food preparation. The Friends of the Park Rapids Area Library provides coffee pots and airpot servers for your use. **All food and drink should be served and consumed in your meeting room;** please remember to clean up and take any leftovers with you.

JANITORIAL:

Chairs and tables are to be stacked and the room left neat. Please carry out any large amounts of trash to the dumpster in the parking lot nearest to the library entrance. You will be billed for any janitorial services that are needed after your meeting (min. \$20).

SAFETY:

For safety reasons as well as a courtesy to all users, **meeting room attendees must stay in their reserved room.** The kitchen area cannot be reserved.

To confirm a reservation of meeting room space, please sign and return this form to the library. Repeat users can fill out one application per year.

_____ Today's date _____

Fee schedule (We can accept cash or checks made out to City of Park Rapids)

Non-profit groups NOT charging a fee or tuition: No Charge

Non Profit groups charging a fee or tuition: \$50 large room; \$10 small room

For-Profit groups or individuals: \$50 large room; \$10 small room