



AUSTIN PUBLIC LIBRARY

323 4TH AVENUE NORTHEAST | AUSTIN MINNESOTA

MEETING ROOM APPLICATION

ALL INFORMATION MUST BE COMPLETED.

Date of Request: _____

Event/Meeting Date: _____ Start Time: _____ End Time: _____

Organization: _____ Non-Profit: Yes ___ No ___

Contact Person: _____

Phone: _____ E-mail: _____

Address: _____

Meeting Room (circle one): **Large room (up to 100)** **Small room (up to 15)**

Estimated attendance: _____ Piano Use (large room only): Yes ___ No ___

Will food and beverage be served? If yes, what? _____

FEES FOR MEETINGS:

For-Profit & Private Groups: \$10.00/hour (\$25.00 minimum) to use the large meeting room
\$5.00/hour (\$10.00 minimum) to use the small meeting room

Non-Profit Groups: **No fee, unless admission charged or other special circumstances**

Clean-up, Set-up: \$25.00/hour if cleanup is required, or if special setup is requested

- Please call the library as soon as possible if it is necessary to cancel the meeting, so others may use it.
- **ALL MEETINGS MUST BE CONCLUDED AND SEATING PUT BACK IN ORDER AS SHOWN ON THE DIAGRAM ON THE WALL (prior to the next scheduled meeting or at least five minutes prior to library closing time) TO AVOID THE \$25.00 ADDITIONAL SET-UP, CLEAN-UP FEE.**

I have read and understand the Library's Meeting Room Policy and agree to abide by it.

Signature of Group Contact Person

Date Signed

Return completed application to: Austin Public Library, 323 Fourth Ave NE, Austin, MN 55912-3370
www.austinpubliclibrary.org Phone: 507-433-2391

STAFF USE ONLY

Date Received: _____ By (staff member accepting request): _____

Request Approved? _____ Date Confirmed: _____ By (staff): _____