

Application for Use of Library: ☐ Community Room ☐ YA Program Room ☐ Children's Program Room
(check one) (Capacity 0 chairs only, 20 tables and chairs.) (Capacity 20) (Capacity 30)

Name of Organization Applying:

Organization's Representative:

Title:

(Must be reserved by an adult representative)

☐ Organization ☐ Home Address:

Check One

Street

City

Zip

Home Phone:

Business Phone:

Email:

Date(s) Requested:

(Rooms may not be reserved more than one month in advance)

Hours Desired: ____ AM PM through ____ AM PM

Total Hours:

(Events must be concluded 15 minutes prior to library closure)

Type of Activity:

Activity includes food/crafts*?:

Yes

No

* These activities require a deposit - see below.

Anticipated Attendance:

Open to Public:

☐ Yes

☐ No

(If the room is not open to the public Category 3 or 4 fees will apply)

Check Fee Category which applies:

	Category 1	No Charge	Library uses and co-sponsored programs	Library sponsored or co-sponsored cultural events, library programming and library educational events
	Category 2	No Charge	Three Rivers Resident or Three Rivers based Educational, Cultural, Informational or Governmental/Civic Activities, Non-Profit 501(c)(3) organization	Three Rivers homeowners associations, public lectures, panel discussions, workshops and other similar functions serving Three Rivers residents. 501(c)(3) documentation may be required.
	Category 3	\$50.00 per session (up to hours)	For-Profit Organizations/ Businesses within TRPL Service Area.	For-profit businesses of Three Rivers residents – or – Businesses located within Three Rivers Public Library Service area.
	Category 4	\$200.00/per session (up to hours)	Non-Resident	Non-Resident groups, individuals or organizations including Non-Profit 501(c)(3).
	Category 5		No usage permitted	For-profit groups or organizations soliciting or selling products or services are not eligible to use library meeting rooms.
	Additions	\$25.00 Cleaning Deposit \$50.00 Equipment Rental Fee		Depending on the nature of the event (craft, etc.) a \$25 cleaning deposit may be required. <i>Projector, laptop, DVD player, microphone, presentation remote, extension cord. Equipment rental fee is non-refundable.</i>

Sponsoring individuals and organizations agree to and shall indemnify, defend and hold harmless, Three Rivers Public Library and its appointed officials, boards, committees, agents and employees (collectively, the “library”) against all suits, actions, demands, damages, and expenses of any nature which may be brought or made against the library or which the library may pay, sustain, or incur by reason of the use of the library facilities by sponsoring individuals or organizations.

Authorization to use library facilities may be revoked by the Library Director or designee upon violation of any policy, rule or procedure. A written appeal of the decision may be made by the complainant to the Chair of the Library Board within 10 business days. The Library Board will review the documentation and render their decision within 60 days of receipt of the complainant’s appeal.

Three Rivers Public Library Board of Trustees
88 N. Main Street
Three Rivers, MI 49093

If this application is approved, it is for the use of a public meeting space only and does not constitute endorsement of the event by the library or library staff. The library will only advertise library programs and will not assist in advertising efforts of other organizations that request a meeting room. Approval to use the room does not give permission to note the library as a partner for the event.

I HAVE READ AND UNDERSTAND THE POLICY ON THE USE OF THE THREE RIVERS PUBLIC LIBRARY MEETING ROOMS AND AGREE TO ABIDE BY ITS REGULATIONS.

Printed Name
Of Applicant: _____

Signature
Of Applicant: _____ Date: _____
(Must be signed by an adult representative)

Approved By: _____ Date: _____
(Library Director or Designee)

Office Use Only	
Date Application Received: _____	Date Room Charge Received: _____
Date Application Approved: _____	Check No. _____
Date Approval Email Sent: _____	Date Equipment Charge Received: _____
	Check No. _____
	Date Cleaning Deposit Received: _____
	Date Cleaning Deposit Returned: _____