

Application for Use of Library: Community Room YA Program Room Children's Program Room
(check one) (Capacity 0 chairs only, 20 tables & chairs) (Capacity 15) (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: _____

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

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: _____