



### Meeting Room Contact Information & Policy Agreement

All room requests are pending until this agreement form and payment (if applicable) are received by the library. The group's representative must print, sign, and submit this agreement form to verify the group's responsibility. Meeting Room requests are submitted online at [www.munciepubliclibrary.org](http://www.munciepubliclibrary.org).

### Meeting Room Charges

A \$30 an hour fee will be charged for:

- Meetings and events of for-profit organizations
- Fundraising events
- Meetings which require payment of tuition or other fees
- Any group using meeting room space for more than 2 hours in any week
- Additionally, a minimum fee of \$25.00 will be charged to the Authorized Representative listed below for any damages and/or cleaning. Replacement value may be used by Muncie Public Library to determine damage cost charged.

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### Contact Information

Organization or Business Name \_\_\_\_\_

Name of Authorized Representative of Organization or Business: \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

Email Address \_\_\_\_\_

I/We, listed above, have read the policies established by the Library Board and agree to abide by them. We understand that meetings may be cancelled or future bookings refused if these policies are not adhered to. In addition, we will be responsible for the conduct of the people present, and will assume responsibility for any damage due to our occupancy.

Signed \_\_\_\_\_ Date \_\_\_\_\_