

# Application for Use of Fargo Public Library Meeting Room

## Select Location:

☐ **Main Library**  
102 3<sup>rd</sup> Street North  
**Community Room**  
seats 90  
**Conference Room (x2)**  
seats up to 20

☐ **Carlson Library**  
2801 32<sup>nd</sup> Avenue South  
**Community Room**  
seats 70  
**Conference Room**  
seats 15

☐ **Northport Library**  
2714 North Broadway  
**Community Room**  
seats 50

**Type/Nature of Event** \_\_\_\_\_

**Meeting Date(s):** \_\_\_\_\_

**Time requested:** \_\_\_\_\_ **to** \_\_\_\_\_ (Please include time for set up and tear down)

**Attendance expected:** \_\_\_\_\_

**Name of person booking room:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address of person or organization:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

## Select Option:

**Community Room** (Large Rooms - available at Main, Carlson and Northport)

- ☐ **For-Profit Organization** – \$100 per four hours
- ☐ **City of Fargo; Fargo Senior Programs; Fargo Public Library-affiliated groups; book groups; student groups; nonprofit groups and individuals** – No Fee

**Conference Room** (Small Rooms - available at Main and Carlson only)

- ☐ **Advance booking** – No fee
- ☐ **Walk In** – No fee

**Equipment** – \$20 fee per booking per day (Not available for Walk In)

- ☐ **Laptop**
- ☐ **Projector** (not available in all locations)
- ☐ **TV** (not available in all locations)
- ☐ **Wireless Microphone** (Large rooms only)

By submitting this form I agree that *I have read and agree to abide by the Meeting Room Policy. I agree to use the room only for the purposes of the above organization and with the stated date, hours, and attendance. Failure to abide by this agreement may result in the suspension of meeting room privileges.*

**Signature** \_\_\_\_\_ **Date submitted:** \_\_\_\_\_

Return this form to any Fargo Public Library  
location attention Meeting Rooms or email to  
[libraryoffice@fargolibrary.org](mailto:libraryoffice@fargolibrary.org)

