Application for Use of Fargo Public Library Meeting Room

Select Location:

Main Library
101 4th Street North

☐ Community Room (90)
☐ Fercho Conference Rm (20)
☐ Dawson Conference Rm (15)

Carlson Library
2801 32nd Avenue South

☐ Community Room (70)
☐ Conference Room (15)

Northport Library
2714 North Broadway

☐ Community Room (50)

Type/Nature of Event _____(Required) **Attendance expected:** _____

Name of Person Booking Event: _____(Required)

Meeting Date(s): _____ (Required)

Time requested: _____ **to** _____ (Please include time for set up & tear down)

NOTE: All meeting rooms must be vacated by the building's posted closing hour

Affiliated Organization: _____ (Required)

Address of person or organization: _____

Phone: _____ **Email:** _____

(at least one method of contact is required)

Select All Options:

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

☐ For-Profit Organization – $300 for up to four hours, $75 per each additional hour
☐ Not For-Profit Organizations – $40 for up to four hours, $10 per each additional hour
☐ Local/State/Federal Government, Public Education, FPL- Affiliated Groups – No Fee

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

☐ For-Profit Organizations – $50
☐ Not-for-Profit Organizations & Walk-In – No fee

Equipment – $50 flat fee per booking per day (Not available for Walk-In)

Check all that apply

☐ Laptop
☐ Projection (TV or Lg Screen depending on room size and location)
☐ Wireless Microphone (Large rooms only)

TOTAL FEES DUE: _____

Fees must be paid in advance via cash, check or credit card at any FPL location

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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 or email to libr$office@fargolibrary.org
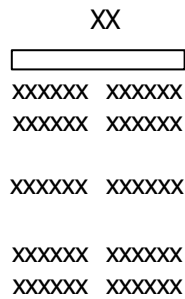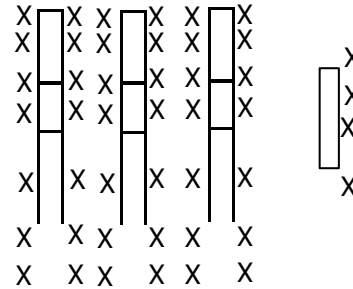
-Main Library Community Room Use Only-

Room set up to be completed by organizer at Carlson and Northport locations.

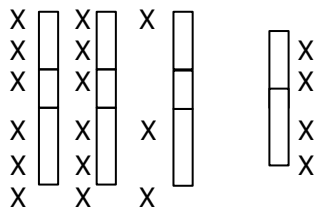Please make your selection by checking the box next to your choice
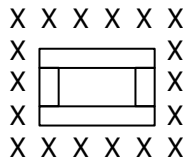
☐ **Standard configuration**
1 Table, 60 Chairs

```
        XX
      ┌──────────┐
      └──────────┘
   xxxxx  xxxxx
   xxxxx  xxxxx

   xxxxx  xxxxx

   xxxxx  xxxxx
   xxxxx  xxxxx
```

☐ **Luncheon**

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X ┌─┐X X┌─┐X X┌─┐X
X │ │X X│ │X X│ │X          X
  │ │  │ │  │ │           ┌─┐X
X ├─┤X X├─┤X X├─┤X        │ │X
X │ │X X│ │X X│ │X        │ │
  │ │  │ │  │ │           │ │
X │ │X X│ │X X│ │X        └─┘
  │ │  │ │  │ │              X
X X X  X X X  X X
X  X X   X X   X
```

☐ **Classroom**

```
X┌─┐ X┌─┐ X┌─┐
X│ │ X│ │  │ │
X├─┤ X├─┤ X├─┤          ┌─┐X
 │ │  │ │  │ │          │ │X
X│ │ X│ │ X│ │          ├─┤
X│ │ X│ │  │ │          │ │X
X└─┘ X└─┘ X└─┘          └─┘X
X    X    X
```

☐ **Open Cube**

```
X X X X X X X
X ┌──────────┐
X │          │
X └─┐ ┌──────┘
X X X X X X X X
```

☐ **Closed Cube**

```
X X X X X
X ┌──────┐ X
X │      │ X
X │      │ X
X └──────┘ X
X X X X X
```

☐ **Custom Configuration**
Please draw what you would like

**Return this form to any Fargo Public Library
location attention Meeting Rooms or email
to libr007office@fargolibrary.org**