

# 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)

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

*Check all that apply*

**TOTAL FEES DUE:** \_\_\_\_\_

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

*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 [libraryoffice@fargolibrary.org](mailto:libraryoffice@fargolibrary.org)

