

Application for Use of Fargo Public Library Meeting Room

Select Location:

Main Library
102 3rd Street North
Community Room
seats 90
Conference Room (x2)
seats up to 16

Carlson Library
2801 32nd Avenue South
Community Room
seats 70
Conference Room
seats 15

Northport Library
2714 North Broadway
Community Room
seats 50

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: _____

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: _____

Select Option:

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

Advance Booking For-Profit Groups or Individuals – \$100 per four hours

Advance Booking City of Fargo, Community Book Groups, Fargo Senior Programs and Library or Library-Affiliated Groups – No Fee

Advance Booking Nonprofit Groups – \$50 per four hours (Northport: No Fee for Nonprofits)

Laptop – \$20 per booking

Projector – Main: \$30, Carlson \$30, Northport \$20

Microphone – available at Main and Carlson only

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

Advance Booking For-Profit Groups or Individuals – \$25 per four hours

Advance Booking Nonprofit Groups, City of Fargo, Community Book Groups, Fargo Senior Programs and Library or Library-Affiliated Groups – No Fee

Walk-In – No Fee

Laptop use with portable projector – \$20 per booking

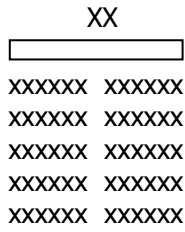
Return this form to any Fargo Public Library location attention Betsy Dauer
or email to EDauer@fargolibrary.org

-Main Library Community Room Use Only-

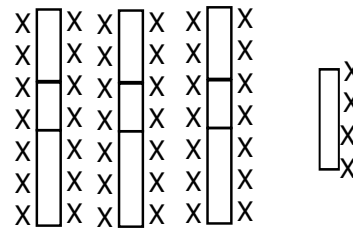
Please make your selection by checking the box next to your choice

Standard configuration

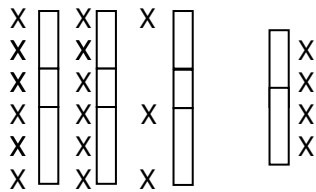
1 Table, 60 Chairs



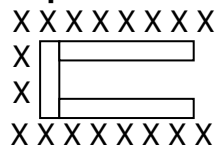
Luncheon



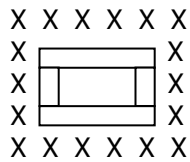
Classroom



Open Cube



Close Cube



Custom Configuration

Please draw what you would like