

# 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 16

**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

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

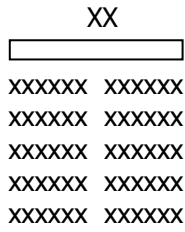
Return this form to any Fargo Public Library location attention Betsy Dauer  
or email to [EDauer@fargolibrary.org](mailto:EDauer@fargolibrary.org)

**-Main Library Community Room Use Only-**

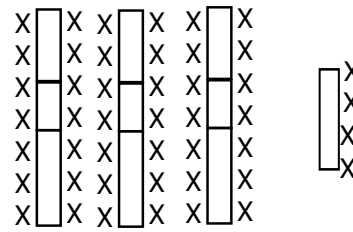
Please make your selection by checking the box next to your choice

**Standard configuration**

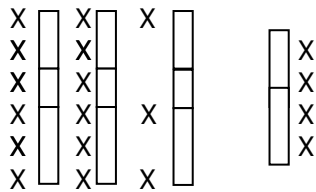
1 Table, 60 Chairs



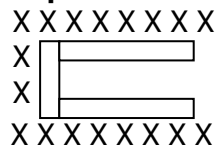
**Luncheon**



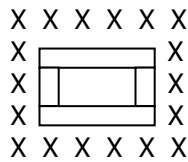
**Classroom**



**Open Cube**



**Close Cube**



**Custom Configuration**

Please draw what you would like