



227 E. State St. ~ Hastings, MI 49058
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Web: <http://www.hastingpubliclibrary.org>

Application for Use of Community Room

- 1) Groups wishing to reserve the meeting room should submit a completed application at the Circulation Desk.
- 2) Please allow two (2) weeks prior to your selected meeting date for the application to be processed.
- 3) Tentative bookings may be made by telephone, but **written application is required for confirmation within 24 hrs of the phone call.**

Name of Organization _____

Address _____

Contact Person _____ Phone _____

HPL Applicant _____ Card No: 2134800 _____

Content of Program _____

Date Requested _____ Time Requested _____ to _____

Your reservation will be held one-half hour past the scheduled time before it is released for other uses.

Cancellation Policy: The Library should be notified about cancellations no later than 24 hours prior to the event. A **cancellation fee of \$10** will be charged for failure to cancel a reservation and **no further reservations will be honored until the fee is paid.**

How many persons to you expect to attend? _____

Will you need: _____ ½ room (23' x 28') _____ entire room (46' x 28')

Do you need any of the following?

Audio hook up _____ DVD player _____ Power Point projection connection for your laptop _____

Chairs - # _____ Tables - # _____

Would you like the room set up? If so we need you, on the back of this page, to draw the room exactly the way you expect to find it. **If you do not specify an arrangement for the chairs and tables they will be placed in the room for you to arrange.**

To help us better understand who is using the facility please check one to identify your group:

Service group Corporate Meeting Non-Governmental Organization
Governmental Organization Library Event Friends of the Library Event

I have read the attached Hastings Public Library Community Room Policy and agree to comply with that policy.

Name

Date

After your event, please let the staff member at the Customer Service desk know the number of participants.

