

BRIDGMAN PUBLIC LIBRARY

Application For Use of Louise Christensen Community Room and Courtyard
Please type or print information and return to the Library.

Today's Date: _____

Name of person completing this application _____

Name of Organization (if applicable) _____

Organization is: For-Profit _____ Non-Profit _____ Individual _____

Date(s) and Time requested (requests may be made up to three (3) months in advance)

Purpose of use _____

Number of persons expected to attend _____

Specific areas to be used: Community Room _____ Courtyard _____ Both _____

Seating needed: # tables _____ # chairs _____

Technology equipment needed? (Additional charges may apply) DVD/Video player ____ Media Projector ____
Laptop ____ None ____

Staff or Technology assistance? (Additional charges may apply) Staff _____ Tech _____ None _____

Will food be served? (Cleaning deposit required) Yes _____ No _____

By signing this form, I understand that:

- I am responsible for the setup and tear down of the rented community room and/or patio.
- I am responsible for cleanup following my program: wipe all chairs/tables and put away; return any audio/visual equipment to front desk; vacuum, sweep or clean any messy areas; take garbage to trash cans in back of Library; lower umbrellas in Courtyard (if used).
- I agree to vacate the room at least 30 minutes prior to the library closing time.
- I have read the Bridgman Public Library Community Room and Courtyard Policy involving the use of these areas and agree to comply.
- Violation of library rules will result in the loss of any deposit made and any future opportunities to use the Community Room and/or Patio.
- Any fees for the use of the Community Room, Patio, or A/V Equipment must be paid before use.

Signature of person completing application (must be 18 or over) _____

Address _____

City _____

Contact Number _____

Notice: This application must be submitted to the Bridgman Public Library Director for approval. Only the Director or his/her designee may approve use of the Community Room and Courtyard.

Fees for Use:

- No fees to local non-profit activities groups
- For-Profit groups and individuals: \$75 for up to three (3) hours; \$20 per hour additional hour
- Use of patio in addition to Community Room = \$25 additional
- BPL staff attendance or Technology assistance = \$25.00 per hour additional
- Use of BPL technology equipment = \$25 additional
- If serving food, \$100 refundable cleaning deposit required

Internal Use Only:

Approved _____ Not approved _____ Date _____ Staff Initials _____

Reason if not approved _____

Fees:

Room/Patio Rental: _____

Staff attendance or Technology assistance: _____

BPL A/V equipment: _____

Cleaning Deposit for food: _____

Total: _____

Date paid: _____ Payment method: _____