

APPLICATION FOR USE OF 1931 ROOM

GRAND LEDGE AREA DISTRICT LIBRARY

room capacity: 7 tables: 55 chairs

131 East Jefferson Street
Grand Ledge, MI 48837-1534
517-627-7014; 517-627-6276 fax

Date of Request: _____

Name of Organization _____

Date(s) of Use _____

Time of Use: From _____ To _____

Nature of Meeting or Use _____

Contact Person: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

My organization will be responsible for the repair or replacement of damage to the room, furniture, or equipment. We also agree to perform any necessary clean up. We will abide by the Club Room Policy.

After-hours usage: please make arrangements to get a key before your event; if you do not and your event extends beyond library closing, a fee of \$20 per half hour or any portion thereof will be charged to cover additional operating costs.

Signature: _____ Date: _____

Director Approval needed for Private Events: _____

Fee Amount: _____ (\$35/for-profit; \$7.50 all others) Paid: _____

Key checked out by: _____ Date: _____ Time: _____

Key Returned by: _____ Date: _____ Time: _____

Admin use:

Event calendar reserved: _____

Only Private events turned into Lise (calendar: busy/private); event confirmed: _____

Public events, place on completed application clipboard (calendar: busy/public)