

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 ph; 517-627-6276 fax

Date of Request: _____

Rec'd by: _____ (GLADL staff)

[Please check online calendar at grandledge.lib.mi.us/events for room availability]

Date(s) of Use _____

Time of Use: From _____ To _____

Nature of Meeting or Use _____

Staff can reserve immediately on the google calendar:

- Requests from an Organization/Business
- Requests from an Individual for events open to the public

Staff will tentatively reserve on the google calendar – form goes to the Director for approval

- Requests from an Individual for events not open to the public (private events)

Name of Organization/Business (if applicable): _____

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 [1931 Room Policy](#).

Signature: _____ **Date:** _____

Director Approval needed for Private Events for Individuals: _____

No one is allowed to sell anything in the library without the express prior approval of the Library Director. Room fee is not determined by whether you are charging admission or not. If you are a business, then you are a for-profit. There are no fee waivers.

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

Outside library hours usage only:

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

Key Returned by: _____ Date: _____ Time: _____

Admin use:

Event calendar reserved: _____ (date done) -- **In the description:** include contact name & phone number and staff initials; **Change visibility** to private unless requested public by patron.

Completed forms: Place on completed application clipboard

Private/Individual events: form goes to Lise