

**APPLICATION FOR USE OF 1931 ROOM**

**GRAND LEDGE AREA DISTRICT LIBRARY**

**Room Capacity:** 7 tables: 40 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](http://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