

New Buffalo Township Library Agreement for Private Use of Library Spaces

Please note: Meeting room reservations are not confirmed until this completed form has been reviewed and approved by designated library personnel and applicable fees have been paid.

LIBRARY USE ONLY: Date _____ Day _____ Start Time _____ End Time _____ Arrival Time _____

Room _____ Group _____ Event _____

Date of Payment (if applicable) _____ Amount of Payment (if applicable) _____

Request Date: _____ Approval Date: _____ Copy Available/Emailed to Applicant _____

Approved by (**Signature**) _____

Room Set Up Notes:

Applicant's Name _____

Name of Organization _____

Event _____ Space Requesting _____

Single Use: Date _____ Day: _____ Start Time _____ End Time _____ Arrival Time _____
(Room is not available before arrival time.)

Multiple Use: Day of the Month _____ Start Time _____ End Time _____ Arrival Time _____
(Room is not available before arrival time.)

Expected # of Attendees _____ #Tables _____ #Chairs _____

Equipment Needs - Charges may apply:

TV _____ Blue Ray Player _____ Podium _____ Wireless Mike _____ Lavalier Mike _____ White Board _____

Refreshments being served? _____ Are you using a caterer? _____ Will you use the kitchen area? _____

Applicant shall be responsible for any damages, including replacement costs and staff time, sustained by the New Buffalo Township Library meeting rooms, including but not limited to its furnishings and equipment, as a result of Applicant's occupancy or use.

I certify that I am authorized to sign this Agreement. **I have read and understand the Meeting Room Policy and the above Conditions of Use and agree to all of their provisions.** If a meeting is cancelled, I agree to notify the library as far in advance as possible. A full refund can be made if canceled within 2 weeks of the reservation.

Authorized Representative _____ Title: _____
Signature (please write)

Phone: _____ Email: _____

Address: _____ City, State, Zip: _____

Rental Fees:

The rental rates listed below are currently in effect for events held at the New Buffalo Township Library. **Fees are based on up to four hours of use unless otherwise noted.**

Pokagon Room (maximum capacity 100)

Monday – Saturday during library hours	Monday – Thursday after library hours	Friday – Sunday after library hours
Tax Payer/Non Profit no charge	Tax Payer/Non Profit: \$50	Tax Payer/Non Profit \$150
Corporate/Business: \$100.00	Corporate/Business: \$200.00	Corporate/Business: \$300

Library Hours: Monday, Tuesday, Thursday 10:00 a.m. – 8:00 p.m.
Wednesday and Friday 10:00 a.m. – 5:30 p.m.
Saturday 10:00 a.m. – 3:00 p.m.

Patio (maximum capacity 25)

The patio is not available for private use during library hours. After hours, with the rental of the Pokagon Room, the patio may be rented for an additional \$50.00. This fee may be waived for Taxpayer/Non Profit.

Clean-Up

There is a \$50.00 cleanup fee for any event during which refreshments are served.

Use of Audio-Visual Equipment

There is a \$50.00 fee for use of any AV equipment.

Larry Bubb Quiet Study Room (maximum capacity 8)

The Study Room is available for use by residents and business located in New Buffalo Township for a maximum of 2 hours free of charge during library hours. The room is available on a first come, first serve basis. Reservations may be made 1 week in advance.