

**APPLICATION TO USE PUBLIC MEETING SPACE  
Summit Free Public Library**

Name of Organization: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Non-profit \_\_\_\_\_ For-Profit \_\_\_\_\_ Authorized Representative: \_\_\_\_\_

Person Responsible at Time of Event: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Organization Daytime Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Alternate Date Requested: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Type of Function: \_\_\_\_\_ Est Attendance: \_\_\_\_\_

Room Requested:

Room	Description	Check here
Hickok meeting room	35 auditorium style; main floor. 80" TV compatible with laptop, DVD player	
Computer lab	12 classroom style tables & chairs; main floor; LCD projector compatible with laptop	
Conference room	12 people at conference table; lower level, portable LCD projector on request	
Lower level meeting room	75 auditorium style; lower level, 90" TV compatible with laptop, DVD player	

Room Setup Requested (no. of chairs, tables): \_\_\_\_\_

Equipment Requested: Connectors for laptop \_\_\_\_\_ Lectern with microphone \_\_\_\_\_

Fee Schedule: (All pricing is for a 3 hour block.)

Type of Group	Hickok Rm	Lower Level Meeting Room	Manley Winsor Computer Lab	Conference Room
Summit Gov't Entity	No charge	No charge	No charge	No charge
Informal Community Groups	\$25	\$50	\$25	\$25
Non-profit organization	\$25	\$50	\$25	\$25
Private organization	\$75	\$150	\$60/\$80 if computers are used	\$50

**\*Certificate of co-insurance provided** \_\_\_\_\_

Deposit Paid \_\_\_\_\_ Date Paid \_\_\_\_\_ Staff initials: \_\_\_\_\_  
Balance Due \_\_\_\_\_ Date Paid \_\_\_\_\_ Staff initials: \_\_\_\_\_

