** Meeting Room Use – Application May 2023**

**Marple Public Library Please make all checks payable to:**

**2599 Sproul Road MARPLE PUBLIC LIBRARY**

**Broomall, PA 19008**

**Phone: 610-356-1510**

**Email completed application to kstanden@delcolibraries.org**

**Date(s) requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hours\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(You are not confirmed until a confirmation email is issued to you.)**

**All fees are due at time of booking!**

**Name of Organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Purpose for use of facility:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of user:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address of user:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone Number of user: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position in organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MEETING ROOM is equipped with projector and connectors to the library system. However, user must bring own laptop. All users are encouraged to stop in to test your equipment prior to your scheduled event. Meeting room will accommodate up-to 100 people. The cost is $100 per use. With proof of non-profit status, a group may rent the meeting room for $60.**

**CONFERENCE ROOM will accommodate 10 people around a large conference table. The cost is $50 per use. With proof of non-profit status, a group may rent the conference room for $35.**

**Please indicate which room is requested!**

***The Organization agrees to:***

* ***Follow all library policies.***
* ***On any publicity, clearly state that Marple Library is neither the sponsor nor an endorser.***
* ***Be fully out of the room 10 minutes prior to library closing.***