Meeting Room Use – Application

Please make all checks payable to: MARPLE PUBLIC LIBRARY

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: _____

CHECKMARK FOR AGREEMENT:

____ Your contact is Karen Standen for all questions, she can be reached at 484-620-6388.

____ The Township doors are closed after 4pm Monday through Friday and weekends. Entrance and exit are only through the Library entrance during these hours.

____ Meeting Room is equipped with projector and connectors. User must bring own laptop.

____ AV assistance is not included in the rental fee. Instructions can be found on the podium. ***All users are encouraged to stop in to test equipment prior to your event.***

____ Renter agrees to follow all library policies.

____ Renter agrees to clearly state on any publicity, including social media, that Marple Library is neither the sponsor nor an endorser of the program.

____ Renter agrees to be fully out of the room 10 minutes prior to library closing.

Please indicate which room is requested

☐ **MEETING ROOM** will accommodate up to 100 people. **The cost is $125 per use.**

☐ **CONFERENCE ROOM** will accommodate 10 people around a large conference table. **The cost is $75 per use.**