



2599 Sproul Road
Broomall, PA 19008

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 \$50 per use.
