



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.

___ The Marcy Abrams 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

☐ MARCY ABRAMS 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.
