

**MONTGOMERY COUNTY-NORRISTOWN PUBLIC LIBRARY
APPLICATION FOR THE USE OF A PUBLIC MEETING ROOM**

DATE OF MEETING: ____/____/____ TIME OF MEETING: starting _____ ending _____
ROOM RESERVED: () Community Room () Board Room

The Library makes its meeting rooms available to the community on a “first-come, first-served basis.” **This Application does not guarantee that arrangements requested are available.** Please contact the Circulation department of the library at (610) 278-5100 ext.200, Monday through Friday, to determine whether date, time, and room are available.

Capacity of the library’s Community Room is 125 people. The Board Room is limited to 25 people seated around a conference table, with limited seating along the walls of the room. The table in the Board Room may not be moved under any circumstances.

A non-refundable charge of \$25 per reservation will be made for all groups using public meeting rooms when tax-exempt status has been documented. Groups not tax-exempt shall be charged \$75. Payment of any applicable fees must be received a minimum of two weeks in advance. An additional charge of \$35 will be made should any group fail to clean the reserved room at meeting’s end.

Once reservation is confirmed, complete this form and email, hand deliver, or mail it to: Circulation Dept., Montgomery County-Norristown Public Library, 1001 Powell Street, Norristown, PA 19401. Tel. (610) 278-5100 ext. 200, mcnplrooms@mclinc.org. Please call with any questions about your arrangements.

PLEASE READ AND SIGN: I have read the “Rules for Use” regarding use of the Montgomery County-Norristown Public Library public meeting rooms, and agree to comply with those rules. I also understand that signing this “Application” form indicates I agree to be present during the function for which a reservation is requested, and to accept responsibility for the behavior of those who attend. In addition, the party(ies) using the library’s public rooms shall hold the library harmless from any liability of any type arising out of use of a public room.

Signature: _____ Email address: _____

Home/Cell Telephone: _____**

Please print name & title: _____ Daytime Telephone: _____

Name of Organization: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Type of organization (please check one): () Tax-exempt (must provide IRS 501c3 documentation. Please refer to the Reservation Policy)

() For-profit organization or private individual

Description of meeting: _____

Number of persons expected to attend: _____

Community Room set up preference:

() auditorium style (rows of chairs, no tables)

() classroom style (interspersed tables with chairs around them)

() U-shape table arrangement with chairs facing inward (a common meeting setup)

If Board Room is reserved, please note that the large table

CANNOT be moved under any circumstances.

Will food be served during your program? () yes () no

Additional set-up instructions:

**In the event the library will not open (extreme weather, etc.), or the regular schedule of public hours must be amended (i.e., open late or close early) this telephone number will ensure our ability to notify your contact person.

This Application Form amended 3-18-13 by MC-NPL Board of Directors