

# St. Ignace Public Library Community Room Reservation Form

Fax form to 906-643-9809 or email to [scrotsertoy@stignacelibrary.org](mailto:scrotsertoy@stignacelibrary.org)

Date of Event: \_\_\_\_\_

Time Requested: \_\_\_\_\_

Event Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ Is There a Fee?  Yes  No

Name of Person Completing Application: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Describe Purpose of Event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do You Require the Projector?  Yes  No

I have reviewed the St. Ignace Public Library Meeting Room Policy and agree to abide by all the policies. I accept responsibility for any damage that occurs to the facility or equipment as a result of this event. I understand that completing this application does not guarantee that the community room will be available. I agree to provide 24 hours notice of cancellation of the community room. Failure to do so may result in loss of community room privileges. A written or email confirmation will be given stating whether your application has been approved within 1-2 business days- publicizing of your event may not occur until that confirmation is given.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Date Received: \_\_\_\_\_

Confirmed and Scheduled: \_\_\_\_\_

Date Confirmed Sent: \_\_\_\_\_

Is There a Room Charge: \_\_\_\_\_

# Non-Profit Groups

- **No charge during library hours; no use of the kitchen.**
- Outside of library hours: \$20.00 charge per hour.
- \$20.00 charge for cooking privileges – group required to do clean-up.
- Users provide their own supplies.

# For-Profit Groups, Private Groups

- \$100 per day charge (8 hours) includes cooking privileges.
- \$50 per 1/2 day charge (4 hours) includes cooking privileges.
- \$20.00 per hour charge includes cooking privileges.
- Group is responsible for their own kitchen clean-up.
- Users provide their own supplies.
- Payment is required at the time of reservation.

The library has first priority for using the room. The community room may be used during closed hours as long as a staff member is in the building (exceptions at the discretion of the Library Director), but this does not guarantee use. You can comfortably fit 45 people within the community room.

Groups will be billed for the cost of any damages. Room users are responsible for the condition of the room following the meeting. Room users must clean the room, put away furniture, and discard all trash. The library reserves the right to reject future request for the use of the facility for non-compliance of policy.

Smoke-free, no alcohol policy at all times. Use of the community room by a group does not in any way constitute an endorsement of the group's policies by the Library staff, Library Board or City of St. Ignace. Final determination for use of the community room is at the discretion of the Library Board.

To ensure use, payment must be included at the time of the reservation. A form to reserve the community room must be completed either online or a paper application that can be picked up at the library.