



PRESCOTT PUBLIC LIBRARY  
215 E GOODWIN ST  
PRESCOTT AZ 86303

### USER APPLICATION

FOR USE OF LIBRARY MEETING ROOMS

**Instructions:** To use library meeting rooms, complete the User Application and submit it to the Meeting Room Coordinator at least seven days in advance of the date requested.

ORGANIZATION NAME: \_\_\_\_\_

REQUESTOR'S NAME: \_\_\_\_\_

PURPOSE OF MEETING: \_\_\_\_\_

NUMBER OF PEOPLE EXPECTED (APPROXIMATE): \_\_\_\_\_

DATE REQUESTED: \_\_\_\_\_ START\* TIME: \_\_\_\_\_ END\* TIME: \_\_\_\_\_

**\*Time requested includes set up and clean up of the room by the room users.**  
Permission to use the meeting rooms will be granted upon acceptance of the conditions for its use as expressed in the Meeting Room Usage Policy. **Requestor's signature below signifies that he/she received, understands and agrees to the conditions contained therein.**

REQUESTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

REQUESTOR'S CONTACT INFORMATION:

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

May we give out your name, phone number and email if someone is interested in obtaining more information about your meeting? \_\_\_Yes \_\_\_No

The library's meeting room capacities are approximate with people seated in chairs. Tables and chairs are standard in each room. **Users are responsible for the set up and clean up of the room.**  
Additional equipment may be requested; the equipment available with each room is listed on the following page. This does not guarantee that the requested items will be available. **The meeting room user must be knowledgeable in equipment use as the library does not provide equipment training.**

Wireless Internet access is available throughout the library.

Upon review of the User Application, a notice of approval or denial will be emailed to the requestor. If approved, the requested date will be entered in the online reservation system and, for reservations requiring payment, a Meeting Room Invoice will be emailed to the requestor. **Note: A confirmed reservation is required in order to use the meeting room.**

**For additional information or questions, please contact the Meeting Room Coordinator at 928.777.1521 or library.reserve@prescott-az.gov.**

For Internal Use Only

APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

# Meeting Room Fee Schedule

Applicable to meetings scheduled for July 1, 2016 or thereafter.

Space	1-2 Hours	2-4 Hours	4+ Hours
Computer Training Lab	\$30	\$50	\$75
Founders Suite A	\$15	\$25	\$40
Founders Suite B	\$15	\$25	\$40
Founders Suite A & B	\$30	\$50	\$75

**Founders Suite A\*** (Usage fees apply; see Fee Schedule above) Capacity: 65

Standard Fixtures:

Chairs (qty. 45)                      Internet Access (wireless)                      Tables (qty. 6)

Equipment available upon request:

- Microphone                       Podium                       Portable White Board  
 Portable LCD Projector                       Portable Screen                       Extra Tables (how many? \_\_\_)  
 Extra Chairs (how many? \_\_\_)

**Founders Suite B\*** (Usage fees apply; see Fee Schedule above) Capacity: 45

Standard Fixtures:

Chairs (qty. 30)                      Internet Access                      Projection Screen  
 Tables (qty. 2)                      LCD Projector                      White Board

Equipment available upon request:

- Conference Phone                       Microphone                       Podium  
 Extra Tables (how many? \_\_\_)                       Extra Chairs (how many? \_\_\_)

**Founders Suite A & B\*** (Usage fees apply; see Fee Schedule above) Capacity: 110

Standard Fixtures:

Chairs (qty. 75)                      Internet Access                      Projection Screen  
 Tables (qty. 8)                      LCD Projector                      White Board

Equipment available upon request:

- Conference Phone                       Microphone                       Podium  
 Extra Tables (how many? \_\_\_)                       Extra Chairs (how many? \_\_\_)

**Computer Training Lab\*** (Usage fees apply; see Fee Schedule above) Capacity: 15

Standard Fixtures:

Laptop computers (qty. 11)                      Internet Access                      Projection Screen  
 Tables                      Chairs                      LCD Projector

Equipment available upon request:

- Conference Phone

**Elesa Conference Room** Capacity: 14

Standard Fixtures:

Chairs                      Internet Access (wireless)  
 Tables                      Widescreen Monitor  
 White Board

Equipment available upon request:

- Conference Phone

**Bump Conference Room** Capacity: 10

Standard Fixtures:

Chairs                      Internet Access (wireless)  
 Tables                      White Board