



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