

Prescott Public Library Meeting Room User Application

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

Please print your responses below:

DATE OF APPLICATION:

- Requestor's Name:
- Telephone:
- Email:

IS THERE AN AFFILIATED BUSINESS/ORGANIZATION RELATED TO THIS REQUEST?

☐ YES ☐ NO IF YES, INDICATE THE BUSINESS/ORGANIZATION NAME:

ORGANIZATION/BUSINESS TYPE:

☐ FOR-PROFIT * ☐ NON-PROFIT ☐ GOVERNMENT ☐ INDIVIDUAL ☐ OTHER

*** FOR-PROFIT BUSINESSES ARE SUBJECT TO FEES IN THE DESCRIPTIONS ON THE FOLLOWING PAGE**

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 Use Policy. Requestor's signature below signifies that he/she received, understands and agrees to the conditions contained therein.

REQUESTOR'S SIGNATURE:

Use of library meeting rooms or other facilities by any person, candidate, group or organization does not constitute or imply the endorsement, recommendation, or favoring of the City of Prescott, or any of its officials, employees or contractors acting on its behalf.

(Meeting Room descriptions on other side)

Bump Meeting Room

- 10 person maximum capacity
- Standard equipment: chairs, table, white board (*No audiovisual equipment*)
- Non-commercial use only

Elsea Meeting Room

- 14 person maximum capacity
- Standard equipment: chairs, table, white board, widescreen monitor
- Non-commercial use only

Upper Meeting Room

- 10 person maximum capacity
- Standard equipment: chairs, table, white board, conference phone, widescreen monitor
- Approved for commercial use. Not available after 5 pm on evenings and weekends
- **Fees for commercial use:** 1-2 hours \$30, 2-4 hours \$50, 4+ hours \$75

Founders Suite A

- 65 person maximum capacity
- Standard equipment: 40 chairs, 6 tables, widescreen monitor, podium, digital piano
- Approved for commercial use
- **Fees for commercial use:** 1-2 hours \$15, 2-4 hours \$25, 4+ hours \$40

Founders Suite B

- 45 person maximum capacity
- Standard equipment: 40 chairs, 6 tables, widescreen monitor, podium
- Approved for commercial use
- **Fees for commercial use:** 1-2 hours \$15, 2-4 hours \$25, 4+ hours \$40

Founders Suite A & B

- 110 person maximum capacity
- Standard equipment: 80 chairs, 12 tables, 2 widescreen monitors, 2 podiums, digital piano
- Approved for commercial use
- **Fees for commercial use:** 1-2 hours \$30, 2-4 hours \$50, 4+ hours \$75

Training Lab

- 15 person maximum capacity
- Standard equipment: chairs, tables, 10 laptops, 1 instructor laptop, projector, projection screen, podium
- Approved for commercial use. Not available after 5 pm on evenings and weekends
- **Fees for commercial use:** 1-2 hours \$30, 2-4 hours \$50, 4+ hours \$75

The following equipment is available upon request for some meeting rooms. Please be aware that room capacities limit the ability to add chairs to some rooms. Please contact the meeting room coordinator at library.reserve@prescott-az.gov for more information or if equipment training is necessary.

- Extra Chairs (Founders Suite only)
- Extra Tables (Founders Suite only)
- Laptop Computer
- Listen Devices for Individual Hearing Assistance (Founders Suite only)-Training Required
- Portable DVD Player
- Wireless Microphones (Founders Suite only)

Revised February 2024

