

JEMEZ SPRINGS PUBLIC LIBRARY
Library Conference Room Request Form

To be completed by the applicant after reviewing the Library Conference Room Use Policy:

Applicant Information:

Date application submitted: _____

Person in Charge of Event: Name: _____

Mailing Address: _____

_____ mobile phone

_____ e-mail

Event Information:

Name of event: _____ Group size estimate: _____ (50 max)

Description: _____

This event is open to the public OR This event is a private event for invitees

Date(s) _____ Time(s) _____

Will there be Vendors/sales at the event in compliance with the Library Sales/Solicitation Policy?
 No Yes we would like to apply to the Village for sales at this event. Details: _____

Services needed:

Folding tables*	Quantity _____ (5 max)
Access to kitchenette	<input type="checkbox"/> Yes <input type="checkbox"/> No
Access to Wi-Fi	<input type="checkbox"/> Yes <input type="checkbox"/> No
Access outside regular business hours	<input type="checkbox"/> Yes <input type="checkbox"/> No
Audio-visual equipment*	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other requests	<input type="checkbox"/> Yes <input type="checkbox"/> No

***Notes:**

- The Library Conference Room has five permanent tables and 40-50 permanent chairs.
- Some A/V equipment is available for checkout with your established library card.

Please provide any special explanation for service need checked "Yes" _____

Library Conference Room rules are governed by the Library Conference Room Use Policy. The applicant's signature on this application indicates the policy has been reviewed and agreed to for use of the space. The policy is available at <https://jsplibrary.org/policies/> or you may obtain a printed copy at the library or Village Office. Referenced policies such as the Code of Conduct are available in the same manner.

Signature

By signing this form, I acknowledge that I have received a copy of the rules and policies for the space(s) requested and a schedule of fees required. I understand that it is my responsibility to read and comply with the rules and policies, as well as provide a cleaning deposit and pay any fees required.

Applicant Date

Fee Schedule:

Fees must be remitted with cash or check to Jemez Springs Public Library. Note – if this presents a hardship, credit card payment may be made at the Village Office via special arrangement.

All entities are required to provide a cleaning deposit of \$50 which will be returned if no cleaning costs are incurred by the Village as a result of the event.

The following fees are required and will be waived for local non-profit (501-c-3) organizations, Village departments, and governmental agencies:

Library Conference Room:

- \$40 for two hours or less during regular library hours
- \$80 for over 2 hours and up to 4 hours during regular library hours
- \$25/hour outside of regular library hours
- \$20/hour additional for library staff presence as required after hours

\$50 cleaning deposit

Calculate your fees here: Total Rental fee: _____

Refundable Cleaning Deposit: \$50

Processing of Request (to be completed by Library Staff as designated):

Library Director:

Confirm space requested is available; event can be accommodated (Initial) _____

Application completed properly – all required information provided – the date of the application is correct and one week from the date was noted as the response date []

Rules for the space requested have been provided to and reviewed by applicant []

Public calendars show the space requested is available: Yes [] No []

Group size is appropriate for space requested: Yes [] No []

[] Department heads notified of large events which could affect operations such as parking, toilet usage, extra chairs needed, etc...

Cleaning Deposit of \$50 Paid [] Check #: _____ or [] cash

Use fee: \$ _____ Paid [] Check #: _____ or [] cash

RESPONSE DUE _____, ONE WEEK FROM APPLICATION DATE

Approved [] Disapproved []

Library Director Date

Response sent to applicant by _____
Name Date