

Community Room Use Application

Name of organization: _____

Meeting dates: _____

Time (including set up and clean up) Begin: _____ End: _____

Purpose of meeting: _____

Estimated number to attend: _____

Contact person: _____

Phone: _____ Email: _____

Available equipment needed: _____

I acknowledge that I have received and read the Facility Use Policy and agree to abide by said policy.

Signature: _____ Date: _____

Address: _____

FEES: Deposits:

\$50.00 CR _____

\$25.00 study room _____

\$50.00 lab _____

Charges:

For profit use (\$25.00 / block) _____

Blocks of time: 9 am – 1pm, 1 – 5 pm or 5 – 8 pm

Charges below are for nonprofit and profit use

Before/after hours use (\$25.00 / hour) _____

(all hours before or after library hours)

Lab (\$25.00 / 4 hour block) _____

Kitchen use (\$15.00) _____

Library must receive completed application and all payments before meeting will be put on the schedule. For online payment go to www.sterlingcolo.com and click on Point and Pay. **ALL CHECKS WILL BE DEPOSITED.**

Seating capacity: Community Room – 90, Study Room - 8

Upon arrival please check in with library staff. Check in person will be required to leave a driver's license. Someone must check out with library staff at conclusion of the meeting so the room can be checked and driver's license returned. If you wish to have your deposit refunded, you must request us to do so after the meeting.

Staff initial _____

Superintendent Approved: _____ Date: _____

Library Hours:

Monday – Thursday 9:00 a.m. – 8:00 p.m.

Friday & Saturday 9:00 a.m. – 5:00 p.m.

Sunday 1:00 p.m. – 5:00 p.m.

STERLING PUBLIC LIBRARY

420 N. 5th St.

Sterling, CO 80751

970-522-2023

www.sterlingcolo.com

email: library@sterlingcolo.com