

CITY OF LEWISTON, MAINE

FACILITY USE APPLICATION (LIBRARY)

COMPLETE AND RETURN TO: Director's Office, Lewiston Public Library, 200 Lisbon St., Lewiston, ME 04240
with \$50 application fee payable to City of Lewiston. [Organizations which want to make regular use of Library conference rooms need only submit one application and fee payment for the entire fiscal year (July 1 thru June 30).]

Date of Application: _____

Organization: _____

Contact Person: _____ Phone: _____

Contact email: _____

Address: _____

Description of Meeting or Event: _____

Event Dates: _____

Event Time: Begin: _____ End: _____

Space requested: Callahan Hall Couture Room 3rd Floor Conference Room Computer Lab

Anticipated attendance (estimate): _____

Admission Fee/Donation? Yes No If yes, specify amount: \$ _____

Will services or products be available for sale at the event? Yes No If yes, provide details:

Age restriction on admission? Yes No If yes, give details: _____

USE CLASSIFICATION REQUESTED:

Commercial A (revenue producing)

Commercial B (non-revenue producing)

Non-Profit A (revenue producing)

Non-Profit B (non-revenue producing)

Exempt (Lewiston non-profit or government; application fee will not be waived)

Signature of Applicant or Authorized Representative

Date

\$50 application fee due with all applications. Room rental fees based on space being used and the use classification. Lewiston non-profits or governmental agencies may be exempt from conference room rental fees. For details, consult the City of Lewiston Facility Use Policy or contact the Library Director's office at 513-3119 or LPL@LewistonMaine.gov