

## ANNUAL FACILITY USE APPLICATION (LIBRARY)

### COMPLETE AND RETURN WITH \$50 APPLICATION FEE

- This application and the accompanying fee must be received at least seven days prior to your first event (at least 30 days prior for the IDEA Lab or Callahan Hall)
- If paying by check, please make payable to "City of Lewiston"
- This annual application will expire at the end of the current fiscal year, on June 30. It will then need to be resubmitted with the \$50 fee for the following fiscal year.

(**Please note:** Submitting this annual Facility Use Application and non-refundable fee does not create a room reservation. Your reservation will be guaranteed when a separate "Application to Reserve an LPL Meeting Room" has been received and processed and the use fee for that reservation has been paid.)

Return this application to [LPLreference@gmail.com](mailto:LPLreference@gmail.com). If you have any questions, or to pay fees over the phone, please call the LPL Reference Desk at (207) 513-3135.

Date of Application: \_\_\_\_\_

Organization: \_\_\_\_\_

Physical address: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please describe a typical event you plan to host in a Library meeting room. If the event will be open to the public, admission will be charged, donations will be solicited, or items will be sold, please be sure to indicate this.

---

---

---

---

### PLEASE CHECK THE BOX THAT BEST DESCRIBES YOUR ORGANIZATION OR GROUP:

☐ Individual/private group

☐ Government agency

☐ Commercial enterprise

☐ Elected official

☐ Non-profit agency or school

\_\_\_\_\_  
Signature of Applicant or Authorized Representative

\_\_\_\_\_  
Date

**STAFF USE ONLY:**

Fee required? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Staffer initials

Fee received? \_\_\_\_\_ Yes \_\_\_\_\_ Date \_\_\_\_\_ N/A \_\_\_\_\_ Staffer Initials

---

Application approved by

Date