

**APPLICATION TO RESERVE LPL
COUTURE ROOM, CONFERENCE ROOM, OR IDEA LAB**

This application must be received at least seven days prior to your event (at least 30 days prior for the Computer Lab).

Please submit to LPLreference@lewistonmaine.gov.

We will contact you promptly to confirm room availability and use fees. You will then have three Library (Mon-Sat) business days to submit payment to confirm your reservation. **If we have not received payment within three business days, your room hold will expire.**

Date of Application: _____

Organization: _____

Physical address: _____

Name of Contact Person: _____

Phone: _____ Email: _____

Will the person from your organization who will host your event in the meeting room be different from the person listed above? ____ Yes ____ No

If yes, please list their: Name: _____

Phone: _____ Email: _____

Do you have an annual Facility Use Application on file? ____ Yes ____ No ____ Don't know

(Please note: Your organization must have a separate Facility Use Application on file before you can apply to reserve a meeting room. If you don't know if you have one on file or whether it has expired, you can check with us by calling 513-3135.)

Event Date(s): _____

(Please note: You may reserve a maximum of three dates across all Library meeting rooms at any one time.)

Reservation start time: _____ Reservation end time: _____

(Please note: You will not be allowed access to the room before the Library opens or after it closes. When scheduling your reservation, please allow yourself adequate time for preparation and clean-up before and after your event. If you fail to completely vacate a room in its original condition before closing time, you will be charged a penalty. For information about Library opening and closing times, call us at 513-3135 or visit lplonline.org.)

Maximum attendance: _____

(Please note: It is your responsibility to manage your maximum attendance. If the number of people who turn out for your event exceeds the capacity of the room you have reserved, the Library will not be able to move your event to a larger room and your ability to successfully host your event may be jeopardized.)

Please describe the nature/purpose of your event (continue on back if needed):

Will an admission fee be required or donations requested? ____Yes ____No

If yes, please specify amount: \$ _____

Will services or products be for sale at the event? ____Yes ____No

If yes, please provide details: _____

Will there be an age restriction on admission? ____Yes ____No

If yes, please provide details: _____

Do you plan to have food at the event? ____ Yes ____ No

If yes, please provide details: _____

(Please note: Events with food may be scheduled in the Couture Room or Callahan Hall only. They will not be scheduled in the Conference Room or IDEA Lab.)

Would you like to reserve the Library's computer projector for your event? ____ Yes ____ No

(Please note: To use the Library's computer projector, your device or adapter must be able to connect to an HDMI or USB-C input cable. If in doubt, please verify this before the day of your event by calling us at 513-3135.)

PLEASE CHECK THE BOX THAT BEST DESCRIBES YOUR ORGANIZATION AND EVENT:

- ____ Commercial enterprise or private individual/group - revenue-producing event
- ____ Commercial enterprise or private individual/group - non-revenue producing event
- ____ Non-profit agency or school - revenue-producing event
- ____ Non-profit agency or school - non-revenue producing event
- ____ Government agency or elected official

Final policy notes:

- You may not rearrange furnishings in a meeting room without advance permission. If in doubt about whether the arrangement of a meeting room will work for your program, it is your responsibility to consult with us before you make your reservation. If advance permission is granted to change the arrangement of furnishings, you will be required to return all furnishings to their original position before you leave.

- If you plan to have a caterer deliver food to the Library for your event, that delivery must be met by someone from your organization. You should supply the caterer with the contact phone number for this person, not the phone number for the Library.

- If the Library closes for bad weather, we will make a good-faith effort to notify you with as much notice as possible using the contact information you provided. Closing announcements are also posted on the Library website and social media.

- If you need to cancel your reservation or request a change, please contact the Reference Desk at 513-3135 as soon as possible. The earlier you contact us, the more likely we will be able to accommodate your request.

I understand that serious or repeated failures to abide by the guidelines outlined on this application may result in a denial of future application requests.

Signature of Applicant or Authorized Representative

Date

STAFF USE ONLY:

Facility Use Application on file for the current fiscal year? ☐ Yes ☐ No

Is an appropriate room available for the requested date(s) and time(s)?

☐ Couture ☐ Conference ☐ IDEA Lab ☐ None

Notes about room set-up and/or special needs _____

Rental fee due (list amount) _____

Projector reserved? ☐ Yes ☐ N/A

Replied: ☐ Email response sent ☐ Call made _____ Date

Staffer initials _____

Payment received? ☐ Cash ☐ Charge _____ Amount

_____ Date _____ Staffer initials

Final confirmation email sent? _____ Date and time _____ Staffer initials