City of Wyoming Library
Meeting Room Reservation Contract

Meeting rooms have been provided in the City of Wyoming Public Library to enable the City and Library to promote programs of service to the community. Organizations within the community that promote civic, educational, or cultural type programs are encouraged to use these rooms. In addition to those listed, the Library and City may also hold events within these rooms. Any kind of soliciting, lobbying, fundraisers, auctions, sales of any type, as well as any personal events, such as birthday parties, weddings and bridal showers **ARE NOT** permitted.

Non-profit groups based in the City of Wyoming or that have a majority of its members residing in the City of Wyoming will be charged the resident rate for the meeting rooms.

RENTER INFORMATION:

Name of Individual
OR **Organization**:

Address: _____

_____

City/State/Zip: _____

☐ **Resident Fee** (50% of members reside in Wyoming)

Contact Person
(*If Organization*): _____

Phone Number: _____

Fax Number:

Email Address: _____

☐ **Non-Resident Fee**

RESERVATION INFORMATION:

Room(s) Requested: _____

Event Name: _____

Event Contact Person: _____

Fees : **Number of Attendees:** _____

Additional Information OR **Special Set-up Instructions**:

☐ AUDITORIUM STYLE ☐ CLASSROOM STYLE

_____

_____

_____

_____

_____

_____

_____

Requested Date(s): _____

Requested 4-Hour Block: _____

Contact Phone Number: _____

Audio/Visual Equipment Available: Check your choice

All Rooms
___ Overhead Projector

Room B Only
___ DVD
___ VCR
___ LCD Projector- Bring own laptop
___ Wireless Microphone
___ CD Player
___ Tape Player
___ Remote Control

A, B & C
___ Video-Teleconferencing

OFFICE USE ONLY: **Date Paid**: _____
Received by: _____

☐ Check here if NO FEE required for event

The undersigned accepts responsibility for the meeting room and any damage that may occur during the time of rental. The undersigned must be present for the entire duration the meeting room is reserved in their name. Furthermore, the undersigned acknowledges the City reserves the right to cancel the reservation, with a written thirty-day notice, if it interferes with a City or Library event with a full refund issued to the renter. The room shall be rented in 4-hour blocks, and fees will be rounded up if necessary. The fee schedule for the rental of the meeting rooms is as established by a Resolution in the City Code of Ordinances. Late night and weekend meeting arrangements must be made at least 4 weeks in advance and will incur an additional charge, based on additional labor charges incurred by the City. Room capacities vary depending on the set-up of the facility. A facility set-up with chairs will have a higher capacity than a facility set-up with tables and chairs.

Signature: _____ **Date:** _____