

Poplar Bluff Municipal Library District

Library Facilities User Worksheet and User Agreement



All worksheets, user agreements, and fees should be received two days prior to the event. Some exceptions may apply but full service or hours may not be available with less than two days notice. With proper payment of fees, the library will extend assistance in configuring technology to meet library network security guidelines. Please indicate user needs (applicable costs are in parentheses).

Name of Organization: _____

Date of Event: _____ Time of Event: _____

Please check items needed: _____ Anticipated Attendance: _____

Space Charges:

_____ Theater ___ <2 hrs (\$75) ___ 2-4 hrs. (\$100) ___ >4 (\$150)	\$ _____
_____ Conference Room ___ <2 hrs (\$25) ___ 1/2 day(\$50) ___ >4 (\$75)	_____
Students (free up to 2 hours) >2 \$10 per hour	
_____ Sensory Garden ___ <2 hrs (\$40) ___ 1/2 day(\$70) ___ Full Day (\$150)	_____
_____ Other (Negotiable)	_____
<i>(Please select room arrangement on page 2)</i> Subtotal	\$ _____

Add \$100.00 per hour for after-hours including set-up, clean-up, and take-down
 _____ no. of hours x \$100 \$ _____

_____ Smart Board (Conference Room only) (\$50)	\$ _____
_____ Internet Access (\$0)	_____
_____ Computer Lab (10 units) (\$50)	_____
_____ Front-Screen Projector (\$50)	_____
_____ Conference Phone (\$50)	_____
_____ Sound Equipment (\$50)	_____
_____ No Technology Requested Subtotal	\$ _____

*(*Required section. Please select at least one of the above.)*

Food and Refreshments (\$100) \$ _____

Total \$ _____

I have read the Library's meeting room policies and procedures and agree to all stipulations. I agree with the assessed charges as outlined in this user agreement.

 Signed Date Phone Number

Approved: _____
 Director or Assistant Director Date

Payment Received: _____
 Date _____ Check _____ Cash _____ Credit Card _____

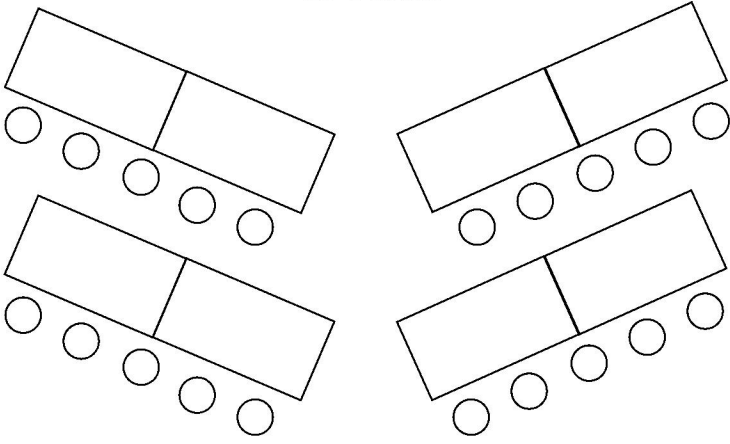


Non-Profits must provide 501(c)(3) documentation.

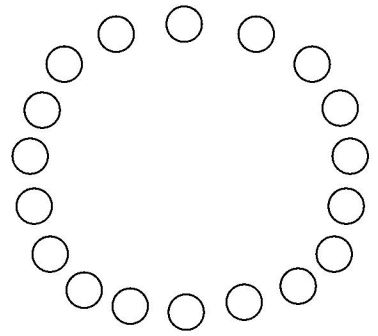
Please return completed form by fax to (573) 785 – 6876 or by email to library@poplarbluff.org.

Common Set-Up Types

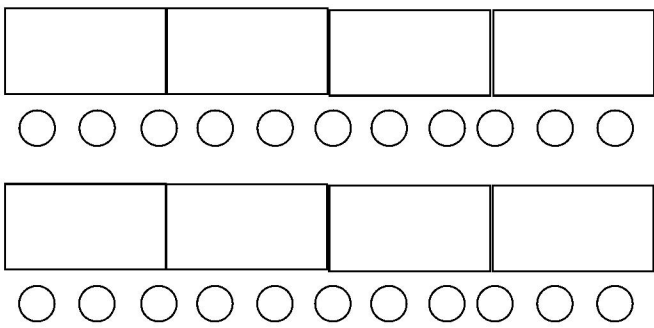
Chevron



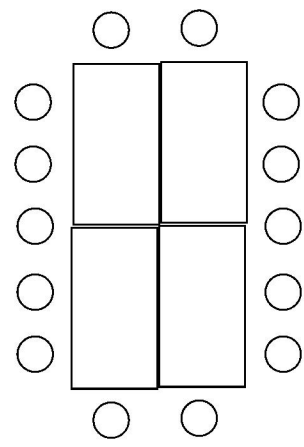
Circle of Chairs



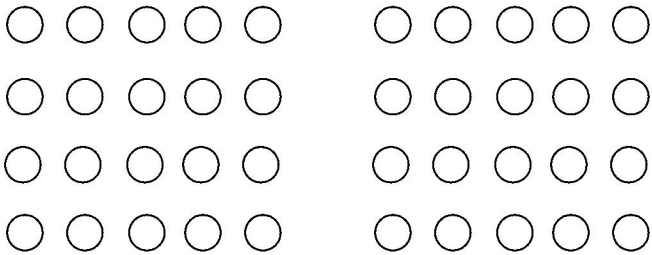
Classroom



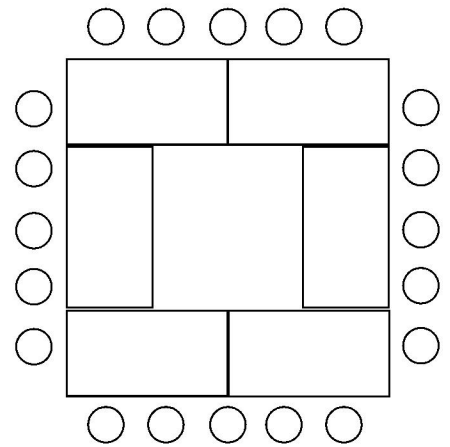
Conference



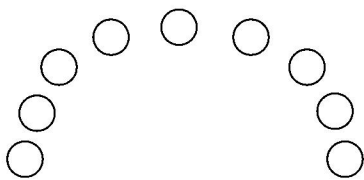
Lecture with Aisle



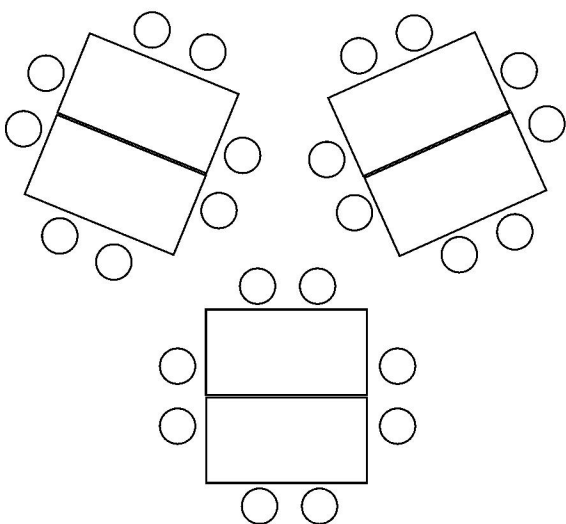
Open Square



Semicircle of Chairs



Standard Lounge



U-Shape

