



# Dallas Public Library General Public Meeting Room Application

## Organization Information

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Profit (Liability insurance required.)

Nonprofit (Proof of nonprofit status required.)

Requester: \_\_\_\_\_ Day \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

## Meeting Information

Title of meeting: \_\_\_\_\_ Description of activity: \_\_\_\_\_

Day/Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_ Estimated attendance: \_\_\_\_\_  
(available during library operating hours only)

Will activity be open to the public? Yes  No

Admittance charge? Yes  No

Soliciting funds/fees? Yes  No

Food/beverages served? Yes  No

Alcoholic beverages? Yes  No

If applicable:  
Insurance certificate attached? Yes  No

## Location

- Central Library
  - Auditorium
  - Concourse
  - Conference Room
    - Dallas East Room
    - Dallas West Room
    - Dallas Rooms (Combined East/West Room)
  - Dance Practice Room (4<sup>th</sup> floor)
  - Music Practice Room (4<sup>th</sup> floor)

- Branch name \_\_\_\_\_
  - Auditorium
  - Conference room

***I hereby state that I understand and agree to all library policies governing use of meeting rooms.  
Organizer is responsible for any injury or damage to persons or property.***

Authorized signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

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### FOR LIBRARY USE ONLY

Library:  Approved  Rejected Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Risk Management:  Approved  Rejected Quoted cost amount: \_\_\_\_\_ Date: \_\_\_\_\_



## General Public Meeting Room Fee Schedule/Setup

Please check all items requested.

### Meeting Room Rental Rates

(Rates @ 2-hour increments up to 4+ hours)

<input type="checkbox"/> Central Library	<u>Nonprofit</u>	<u>Profit</u>	<input type="checkbox"/> Branches	<u>Nonprofit</u>	<u>Profit</u>
<input type="checkbox"/> Auditorium	\$100/140/180	\$200/300/500	<input type="checkbox"/> Auditorium	\$25/45/65	\$125/165/205
<input type="checkbox"/> Concourse	\$150/200/250	\$300/500/600	<input type="checkbox"/> Conference Room	\$10/20/30	\$50/80/110
<input type="checkbox"/> Conference Rooms					
<input type="checkbox"/> Dallas East Room	\$40/50/60	\$90/125/150			
<input type="checkbox"/> Dallas West Room	\$40/50/60	\$90/125/150			
<input type="checkbox"/> Dallas Rooms	\$80/100/120	\$180/250/300			
(Combined East/West Room)					
<input type="checkbox"/> McDermott Rooms	\$50/60/70	\$100/125/160			
<input type="checkbox"/> Dance Practice Room (4 <sup>th</sup> floor)	\$25/45/65	\$125/165/205			
<input type="checkbox"/> Music Practice Room (4 <sup>th</sup> floor)	\$25/45/65	\$125/165/205			

### Request Setup (See floorplans attached.)

- A for \_\_\_\_\_    
  B for \_\_\_\_\_    
  C for \_\_\_\_\_    
  D for \_\_\_\_\_  
 E for \_\_\_\_\_    
  F for \_\_\_\_\_    
  Other \_\_\_\_\_

### Equipment

(Limited supply; please check all that are needed.)

- |   |   |      |  |                  |
|---|---|------|--|------------------|
| <input type="checkbox"/> easel only (1 complimentary; up to 1 add'l @ \$10) _____ | <input type="checkbox"/> overhead projector             | \$25 | <input type="checkbox"/> microphone(1)                         | <i>no charge</i> |
| <input type="checkbox"/> easel w/flipchart (up to 2 @ \$15 each) _____            | <input type="checkbox"/> slide projector                | \$20 | <input type="checkbox"/> w/podium (1)                          | <i>no charge</i> |
| <input type="checkbox"/> podium only <i>no charge</i>                             | <input type="checkbox"/> video player/monitor (on cart) | \$50 | <input type="checkbox"/> lavalier (1)                          | \$60             |
| <input type="checkbox"/> screen (auditorium only) <i>no charge</i>                |   |      | <input type="checkbox"/> standing mike (2 or more \$75, 3 max) |                  |
| <input type="checkbox"/> piano <i>no charge</i>                                   |   |      | <input type="checkbox"/> table mike (2 or more \$75, 3 max)    |                  |
| <input type="checkbox"/> cassette player \$15                                     |   |      | <input type="checkbox"/> CD player                             | \$15             |
|   |   |      | <input type="checkbox"/> Laser light (1)                       | \$25             |
- coffee service: (\$35 per 30-cup; additional charge of \$10 per 20-cup service)
- |                                      |                                      |
|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> 30-cup \$35 | <input type="checkbox"/> 70-cup \$55 |
| <input type="checkbox"/> 50-cup \$45 | <input type="checkbox"/> 90-cup \$65 |

Other: \_\_\_\_\_



# General Public Meeting Room Fee Agreement

I, \_\_\_\_\_, representing the \_\_\_\_\_, states that I understand and agree to all Dallas Public Library policies and the MEETING ROOM RENTAL/SERVICE/EQUIPMENT FEE SCHEDULE that govern the use of the following meeting room(s) and agree to pay the following charge(s):

- (1) Room: \_\_\_\_\_ Time: \_\_\_\_\_ Cost: \$ \_\_\_\_\_
(2) Room: \_\_\_\_\_ Time: \_\_\_\_\_ Cost: \$ \_\_\_\_\_
(3) Room: \_\_\_\_\_ Time: \_\_\_\_\_ Cost: \$ \_\_\_\_\_
(4) Coffee service (Central Library only) \$ \_\_\_\_\_
(5) Library equipment \$ \_\_\_\_\_
(6) Setup Fee \$ \_\_\_\_\_
(7) Cleanup Fee \$ \_\_\_\_\_
(8) Other \$ \_\_\_\_\_
TOTAL \$ \_\_\_\_\_

Signed by responsible agent: \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Business \_\_\_\_\_

This agreement of anticipated charges must be returned with the Meeting Room before final confirmation of a reservation is made. Twenty-five percent of estimated charges may be required. Final payment is required at least 48 hours prior to the event. Payment is accepted by check, payable to the Dallas Public Library or by credit card. Cash payment is not encouraged.

Credit Card Information: [ ] Visa [ ] Mastercard Card # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name of Cardholder: \_\_\_\_\_ Signature of Cardholder: \_\_\_\_\_ (Please Print)

Send to: Dallas Public Library Support Services - Meeting Room Coordinator 1515 Young Street Dallas, TX 75201