

FLINT PUBLIC LIBRARY
ROOM 205 FEE AGREEMENT

Group: _____

Responsible Member (sign below): _____

Date: _____ Start time _____ End time _____ Hours (rounded up) _____

Seating is limited to 75.

The room is equipped with the following in the standard setup:

- | | |
|------------------------------|------------------------------|
| Wi-Fi | Podium (no mike) |
| Projection Screen (on Wall) | One extension cord |
| One 8-ft table front of room | Two 8-ft tables back of room |

| | | |
|-------------------|-------------------------|--|
| <u>Amount Due</u> | <u>Fees</u> | |
| \$ _____ | <u>Rental Fees</u> | |
| | FREE | First 3 hours |
| | \$ _____ | Additional hours @ \$25 per hour or portion thereof |
| \$ _____ | <u>Room Setup Fees</u> | |
| | FREE | <input type="checkbox"/> Option A – Classroom Style (tables w/chairs) – seating for 40 |
| | \$35 | <input type="checkbox"/> Option B – Theater style (chairs only) – seating for 75 |
| \$ _____ | <u>Other Setup Fees</u> | |
| | \$ _____ | <input type="checkbox"/> Additional 8-foot table @ \$10 - front of room (limit 1) |
| | | <input type="checkbox"/> Additional 8-foot table @ \$10 - back of room (limit 2) |
| | \$ _____ | # needed = _____ |
| \$ _____ | TOTAL DUE | |

All other equipment must be provided by the group. Groups may use the passenger elevator to bring in equipment and supplies. The Library does not provide carts.

I agree to abide by the Flint Public Library’s Meeting Room Policy and Meeting Room Procedures.

Signature

Date