

# FLINT PUBLIC LIBRARY

## ROOM B1 FEE AGREEMENT

Group: \_\_\_\_\_

Responsible Member (sign below): \_\_\_\_\_

Date: \_\_\_\_\_ Start time \_\_\_\_\_ End time \_\_\_\_\_ Hours (rounded up) \_\_\_\_\_

Seating is limited to 180.

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 60 \$35 + .50 per chair up to a maximum of 120 extra chairs <input type="checkbox"/> Option B – Theater style (chairs only) – seating for 180 maximum Number of chairs needed _____ X .50= _____
\$ _____	<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 = _____ \$ _____ <input type="checkbox"/> Podium with mike @ \$15 - front of room
\$ _____	<b>TOTAL DUE</b>

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