

# Room Rental Application

Library Learning Center  
Curry Public Library

## Applicant Information:

Name of Organization:

Contact Person:

Mailing Address: Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone Number:

Email:

## Event Information:

Would you like to apply for a fee waiver for your event (event must be educational, free and open to the public for a fee waiver to be considered) : (check box)    Yes    No

Event Title: \_\_\_\_\_

Learning Objective: \_\_\_\_\_

Total Expected Attendance: \_\_\_\_\_

Requested Date(s): \_\_\_\_\_

Start Time (including set-up): \_\_\_\_\_ am or pm

End Time (including clean-up): \_\_\_\_\_ am or pm

Contact Person on Day of Event: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

This event will be: (check box)    public    private

## Room Request and Setup:

Please indicate the room/s that you would like to request: (check box)

Meeting Hall (60/hr or \$300/day)

Conference Room (\$30/hr)

Coffee Service is available through First Chapter Coffee House at Curry Public Library. For prices and to setup service, contact [firstchaptercoffehouse@gmail.com](mailto:firstchaptercoffehouse@gmail.com) or call 541-247-7246 and ask for Rusty.

Please indicate equipment/amenities that you will need: (check box)

Stage \$50  
Podium  
Head Table  
Beverage Food Table

Room Arrangements (for Meeting Hall): (check box)

- Conference (Long table w/ chairs surrounding)
- Theater Style (chairs only)
- Banquet Style (round tables with chairs around tables)
- Class Room (rectangular tables with chairs facing front)
- U-shaped
- Other: \_\_\_\_\_

Other set up or arrangement requests: \_\_\_\_\_

Do you foresee any audio-visual requirements? (select all that apply)

Microphone  
Projector  
Video Teleconferencing

### Food and Drinks:

Request for alcohol present at event? (check one) yes / no

Alcohol shall not be sold or consumed on the premises unless proper licensure has been procured and approval has been granted by the Library Director.

- Proof of Host Liquor Liability Insurance should be included with the certificate of insurance(s) that are provided at least one week prior to the event.
- Liquor liability coverage should name the Curry Public Library, its officers, agents and employees as an additional insured with documentation provided with the certificate of insurance

Will food/refreshments be served? yes / no

Space users may bring non-catered food into spaces, but are required to clean up after themselves.

Arrangements for catering and linens are the responsibility of the user.

Are you interested in and willing to have Curry County Voices record you event for Channel 182?\*

\*Curry County Voices is a group of community members and students who work together to produce government and education programs that can be watched on Charter Cable Channel 182 under a permit granted by the Curry County Board of Commissioners. If you check yes, we will share your contact information with Curry County Voices.

Yes                      No