

# CROWN POINT COMMUNITY LIBRARY MEETING ROOM APPLICATION

Requests are pending until confirmed by library staff. Payment is due two weeks before event. Refunds only given up to 2 weeks prior to event or due to Library closure. Make checks payable to Crown Point Library.

**Return application to the library or mail to:** Crown Point Library-Meeting Rooms, 10771 Randolph St., Crown Point, IN 46307. Email to [wincirc@crownpoinlibrary.org](mailto:wincirc@crownpoinlibrary.org) or fax: 219-662-4068.

Organization Name \_\_\_\_\_

Is your organization non-profit?     Yes                     No                    (Documentation may be required)

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Date(s) needed \_\_\_\_\_ Start time of meeting \_\_\_\_\_ Expected Attendance \_\_\_\_\_

Purpose of meeting \_\_\_\_\_

Reservation Time: Begin \_\_\_\_\_ am/pm    End \_\_\_\_\_ am/pm    **(Include time for setup and clean up).**

**All meetings must end 15 minutes before library closing time.**

---

---

The Winfield Branch Library meeting room accommodates approximately 50 people. Furniture available: 60 chairs, 16 tables, large screen TV with HDMI cables, and bar sink.

*To schedule an appointment for training on equipment, call 219-662-4039.*

**Meeting room users are responsible for equipment setup, cleanup and returning the room to its original set up. Failure to do so may result in a \$25 cleaning/ set up fee and/or loss of room use privileges.**

---

---

I have read and agree to abide by the Crown Point Community Library Meeting Room Policy:

Applicant's signature: \_\_\_\_\_

For more information, please call 219-662-4039 or email [wincirc@crownpoinlibrary.org](mailto:wincirc@crownpoinlibrary.org)

---

---

**For library use only:** date and initial

Payment received \_\_\_\_\_

\_\_\_\_ cash    \_\_\_\_ check    \_\_\_\_ credit

Check returned \_\_\_\_\_

Reservation \_\_\_\_\_

Attendance \_\_\_\_\_