

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. Please review our Meeting Room Policy and Fee Schedule.

Return application to the library or mail to: Crown Point Library-Meeting Rooms, 122 N. Main St., Crown Point, IN 46307. Email to mrbs@crownpoinlibrary.org or fax: 219-663-0403.

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.

Please select your meeting room preference:

Each room accommodates approximately 50 people. Rooms can be combined. Rooms 2 and 3 have access to a kitchenette (may be shared if both rooms are in use). Furniture available: Meeting room 1 and 3: 10 tables, 20 chairs; meeting room 2: 8 tables, 16 chairs. Additional tables and chairs are available

☐ Tri Kappa Room (Meeting Room 1)

☐ Meeting Room 2

☐ Kitchenette

☐ Meeting Room 3

☐ Kitchenette

☐ I need: ☐ projector/screen ☐ dvd player ☐ laptop ☐ microphone ☐ lectern ☐ adapter cable

To schedule an appointment for training on equipment, call 663-0270.

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 \$50 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 219-663-0379 or email mrbs@crownpoinlibrary.org.

For library use only: date and initial

Payment received _____ (☐ cash ☐ check ☐ credit)

Reservation confirmed _____

Check returned _____

Attendance _____



MEETING ROOM FEES 2026

Use	2025	2026	Notes
Non Profit Use	\$0 per hour/per room	\$0 per hour/per room	Limited to 12 meetings per year
For Profit Use	\$25 per hour/per room	\$40 per hour/per room	Limited to 12 meetings per year
Private Use	\$25 per hour/per room	\$40 per hour/per room	Limited to 12 meetings per year
HOA/POA	\$0 per hour/per room	\$40 per hour/per room	Limited to 12 meetings per year
Cleaning Fee	\$25	\$50	Assessed for all users if meeting room use guidelines are not met.
Additional Before/After Hours Use Fee	\$0	\$25/per hour	Waived for partnership organization programs per Director

Board Approved 11/24/25