

# 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, 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.**

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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 \$50 cleaning/ set up fee and/or loss of room use privileges.**

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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)

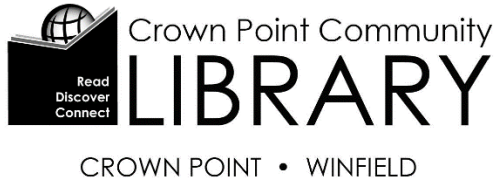
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### For library use only:

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

