**Application for use of Carnegie Conference Center**

**When not needed for Library activities, the Carnegie Conference Center is available for use by Malvern non-profit**

**Organizations. No Admission or registration fees may be charged for such events. Kitchen use is not available**

**Without a fee. ALL OTHER USERS FOR EVENTS, MEETINGS OR PROGRAMS MUST PAY A DEPOSIT**

**AND RENTAL FEE. There is a $100 refundable deposit and a $45 rental fee(non-refundable) for use of the**

**Conference room.**

**Name of your Organization and Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of meeting:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**What time do you need the room from\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_**

**Purpose of your meeting:**

**Check one: Non-Profit\_\_\_\_\_\_\_\_ For Profit\_\_\_\_\_\_\_\_ Fundraising\_\_\_\_\_\_\_\_ Social\_\_\_\_\_\_\_\_**

**Estimated Attendance (Maximum capacity is 96 persons.)**

**Number of chairs and tables needed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Place a check mark in front of the equipment you are requesting.**

**\_\_\_\_\_\_ Projector Screen \_\_\_\_\_\_ Wireless Internet Access**

**Coffee pot, microwave, electric range, and refrigerator are available with kitchen rental. No other supplies are furnished.**

**The undersigned, on behalf of the above named organization, hereby indicates that he/she has read and agrees to**

**Comply with the policy and procedures governing the use of the library conference center. The undersigned assumes**

**All and exclusive responsibility for the preservation of order and the sole responsibility for any injury to persons,**

**Damage to Library Facilities or Library or personal property, or loss of library or personal property that may result**

**from this use.**

**The Malvern Public Library will not be responsible for any materials, equipment, or personal belongings left in the**

**building. The Library Board requires that any group utilizing the Conference Center comply with the provisions of the**

**Americans with Disabilities Act, which require that a meeting or materials at a meeting be provided in an accessible**

**Format in response to a request.**

**Date of Application\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Applicant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact person:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Inquiries from the library or the public will be directed to the contact person.)**

**Address:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Home phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fax #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Application forms are available at the library or on the Web site at malvernlibrary.org**

**Forms should be submitted in person at the Circulation Desk or by mail to**

**502 Main St., P.O. Box 550 Malvern, Ia. 51551, or by Fax to 712-624-8245**

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