



**Fairbanks North Star Borough
Noel Wien Library
1215 Cowles Street, Fairbanks, AK 99701
Auditorium / Conference Room Application
Telephone: 459-1022 Fax: 459-1024**

A library card or other form of identification must be left with Administrative staff or Reference Librarian prior to using the room. It will be returned at check out.

Responsible Applicant(s): _____

Organization: _____

Mailing Address: _____

Email Address: _____ Email Approval/Confirmation? Yes No

Telephone: Business _____ Home/Cell: _____ Fax: _____

Subject / Purpose / Type of Meeting: _____

_____ Estimated attendance: _____

Meeting date: _____ Setup time: _____ Start: _____ End: _____

After-hours meetings: I have made arrangements for security services with _____.
I will provide the library with a copy of the contract prior to check-in.

Room / item requested:

- | | | |
|--|--|--|
| <input type="checkbox"/> Auditorium (occupancy 100 / 225) | <input type="checkbox"/> Laser Pointer with USB | <input type="checkbox"/> Tables (user setup) |
| <input type="checkbox"/> Conference Room (occupancy 30 / 50) | <input type="checkbox"/> Lectern (auditorium only) | <input type="checkbox"/> Cart |
| <input type="checkbox"/> Kitchenette | <input type="checkbox"/> Marker board | |
| <input type="checkbox"/> Screen | <input type="checkbox"/> Extension cord | |
| <input type="checkbox"/> Laser Pointer | <input type="checkbox"/> Power strip | |

The following equipment is available for a fee (\$25 first item, \$10 each additional item):

- | | |
|--|--|
| <input type="checkbox"/> Teleconference equipment | <u>Auditorium Only</u> |
| <input type="checkbox"/> Laptop | <input type="checkbox"/> Grand piano |
| <input type="checkbox"/> VHS player / DVD / TV | <input type="checkbox"/> Digital projector |
| <input type="checkbox"/> Overhead transparency projector | <input type="checkbox"/> PA system |
| <input type="checkbox"/> Slide projector | <input type="checkbox"/> VHS / DVD player |

I have read the use policy and agree to the following terms:

- Application must be approved by Library Director. Submitting an application does not guarantee availability or approval. Publicity should not be distributed prior to application approval. In the case of an emergency or an unanticipated library need, the library reserves the right to cancel meeting room use or to provide a substitute room if available.
- Contact person must be present to open room, present during the meeting, guarantee the room is returned to its original state and notify the administrative or reference staff for checkout prior to departure. Users who don't return the meeting room or kitchen to its original state will be subject to a \$15 per room penalty fee.
- Rooms will not be available before the scheduled time unless prior arrangements have been made. Rooms will not be available for setup before 8:30 am M-F, 10 am Saturday or 1:00 pm Sunday.
- Meeting must end no later than 15 minutes prior to the close of the library (unless previous security arrangements have been made) to allow time for furniture to be returned to original arrangement and room to be vacated by closing. Failure to comply may jeopardize future use privileges.
- Equipment requests should be submitted with application. Equipment requested less than 24 hours in advance may not be available and if available will incur an additional \$25 scheduling/set up fee which must be paid in advance.
- Payment of equipment fees is required prior to room use. Failure to pay fees associated with equipment or penalties will jeopardize future meeting room use privileges.
- Parking is not allowed in staff areas. Electrical plug-in outlets are limited to staff use only.
- It is your responsibility to limit the size of your meeting to the approved fire code maximum occupation limit. If your meeting goes over the approved limit, people must leave or the meeting will be terminated.

Signature: _____ Date _____

Library Director Approval: _____ Initials _____ Date: _____