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**Indianapolis-Marion County Public Library Branch Auditorium Reservation Form**

**Required information (please print clearly):**

Group name 

Library Facility requested 

Contact person 

Full address 

City State  Zip code

Home number Cell Number Office Number 

Email address 

Website of Organization 

Purpose / function of group 

Are you charging a ticket or entry fee?  Are products or services being promoted or sold? 

Is there a drawing for a chance to win prizes or raffle fee 

**(If yes, the Library could request a copy of a gaming license)**

Date(s) requested 

Time(s) requested 

**Fees: Not For Profit For Profit**

**Note: Form must be filled out completely for reservation to be made. Incomplete forms will be returned and room will not be reserved. You must fill out a new form each time you make a reservation. FEES MUST BE PAID TWO WEEKS IN ADVANCE.**

**Room use (up to 4 hours) $0.00 $85.60 (Includes 7% sales tax)**

**Room use (over 4 hours) $80.00 $171.20 (Includes 7% sales tax)**

 *Price*

**Fees are charged for profit making groups or business; Fund raising events; Meetings which require payment of**

**Tuition or other fees; Meetings where products or services are promoted or sold; meetings which are designed to further the specific goals or an individual or group, such as recitals ,political campaigns, tutoring classes; Events of a personal nature-birthday parties, baby or bridal showers, reunions etc.**

***Not For Profits will be required to submit their 501 (C) (3) tax exempt letter or other official confirming documentation from the Internal Revenue Service***

**Total fees charged** ........................................................................$ 

Non-payment will result in balance due being sent to an outside debt collection agency after 60 days of non-payment.

A submitted form does not confirm reservation.

Your signature below indicates that you received a copy of the attached Meeting Room Guidelines, have read them and accept and agree to be bound by them.



Meeting Room Reservations 40 E. St Clair St 46204

317-275-4020 (phone) 317-229-4510 (fax)

 (Revised 4/19) Form #337