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**

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**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 ONE WEEK IN ADVANCE.**

<table>
<thead>
<tr>
<th>Fees</th>
<th>Not For Profit</th>
<th>For Profit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room use (up to 4 hours)</td>
<td>$0.00</td>
<td>$85.60 (includes 7% sales tax)</td>
</tr>
<tr>
<td>Room use (over 4 hours)</td>
<td>$0.00</td>
<td>$171.20 (includes 7% sales tax)</td>
</tr>
</tbody>
</table>

**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 of 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**

*$

The Library will not provide any A/V or electronic equipment. If a group wishes to bring equipment from another source, it must be approved by Library personnel in advance.
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)

Office Use Only:

Date paperwork received: [ ] Date fees paid: [ ]

Amount: [ ]

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