



NEW CASTLE • HENRY COUNTY

PUBLIC LIBRARY

MEETING ROOM APPLICATION

This application may be submitted in person, by mail or by fax (765-521-3581) to the New Castle-Henry County Public Library, 376 South 15th St, New Castle, IN 47362. Attn. Program Coordinator.

The \$25 damage deposit will be refunded after the meeting if the room is left in its original condition as required. If the application is approved, the requested date will be regarded as confirmed. A notice of confirmation will be mailed or emailed to the responsible member of the organization.

Room Fees: For-Profit groups- \$75 for the Auditorium, \$50 for Meeting Rooms A&B, \$30 for Board Room, \$30 for Computer Training Lab. To qualify as a non-profit, you must submit a copy of your 501C3 form with your application. To receive tax-exempt status, please submit a ST-105 form with your application.

Organization Name & Address _____

Contact Name _____

Telephone _____ Email _____

Meeting Date _____ Start Time _____ End Time _____

Room Name _____

Purpose of Meeting _____

Additional Options: ☐ \$10 for use of kitchen ☐ \$10 for tablecloths

NOTE: Meeting rooms are available only during the hours the library is open to the public. All meetings must be completed within 15 minutes prior to closing of the library. Failure to do so may result in a penalty charge of \$50 per hour. All groups using more than one room at a time in the library may be subject to additional fees.

I have read the Meeting Room Policy and acknowledge that sale of goods and services is not permitted in a library meeting room:

Signed _____ **Date** _____

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Please check box if you would like to donate your damage deposit as a gift to the New Castle-Henry County Public Library.

STAFF USE ONLY: Non-Profit or Profit

Reservation confirmed _____ Damage Deposit paid _____

Reservation Fee paid _____ Damage deposit returned _____

Non-taxable _____

Staff name _____ Date _____

Additional notes _____

Taxable items