Application for Use of Community Room
Northport Library
Maximum capacity: 50

Meeting date:_____

Time requested: _____ to _____ (Please include time for set up and tear down)

Attendance expected: _____

Booking organization: _____

Organization address: _____

Contact person: _____

Contact person's daytime phone: _____ Cell phone: _____

Email: _____ Fax: _____

Community Room Fees

Add-on items:

☐ Laptop use: $30

☐ Portable projector/screen: $20

Check one:

☐ **For-profit or Nonresident Nonprofit**
Base Fee: $100 up to 4 hours

☐ **Fargo/Moorhead Cass County Based Nonprofit Groups or Individuals**
Base Fee: $50 up to 4 hours

☐ **Community Book Groups**
Base Fee: Free up to 4 hours

☐ **City of Fargo; Fargo Senior Programs; Library or Library-Affiliated Groups**
Base Fee: Free, no charge for use of add on items.
Please mark which items are needed: ☐ Laptop ☐ Projector

All equipment fees are refundable if a meeting is canceled 24 hours in advance or canceled by the library.

I have read and agree to abide by the Meeting Room Policy. I agree to use the room only for the purposes of the above organization and with the stated date, hours, and attendance. Failure to abide by this agreement may result in the suspension of meeting room privileges.

Signature:_____Date:_____

All fees must be received before booking will be confirmed. Please make checks or money orders payable to the Fargo Public Library.

Mail or bring this form to the **Northport Library, 2714 North Broadway, Fargo ND 58102 Attn: Manager** or email it to **JKanenwisher@cityoffargo.com**