

# Wayne Public Library Meeting Room Application

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## Applicant Information

Organization: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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## Rental Request

Event Description: \_\_\_\_\_

Day and Date: \_\_\_\_\_

Time (include time for set up & clean up): \_\_\_\_\_ AM / PM through \_\_\_\_\_ AM / PM

*Events must conclude at least 30 minutes before the library closes to allow sufficient time for clean up.*

Room Requested: \_\_\_\_\_ Thomas H. Kelly Community Room (Large Meeting Room)

\_\_\_\_\_ Meeting Room A

\_\_\_\_\_ Meeting Room B

\_\_\_\_\_ Paulette Medvecky Storytime Room

Please list any room set up or technology requests (tables, chairs, microphone, projector, etc.): \_\_\_\_\_

Room Rental Fee (See attached Fee Schedule—Payable by cash or check only): \_\_\_\_\_

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I have read and understood the Wayne Public Library's Meeting Room Policy and agree on behalf of myself and the above named organization to abide by its regulations. The Wayne Public Library and the City of Wayne are released and held harmless from any and all claims for personal injury or property damage.

Furthermore, I understand that:

- This event must be free and open to the public.
- Charging a fee for attendance, selling items, conducting raffles, and/or soliciting donations are prohibited.
- All publicity for this event must state, "This is not a library-sponsored event" and include contact information for the person, group, or organization running the event.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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For Staff Use:

Application Status (circle one):    Approved    Denied    Reason for Denial (if applicable): \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Wayne Public Library

## Meeting Room Rental Fee Schedule

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Rental fees are for a rental period of up to five (5) hours, including set up and clean up time. Rental fees are due on or before the date and time of the event. The library accepts payment via cash or check. Unpaid fees may result in forfeiting the privilege of using the room in the future.

*The rental fee may be reduced or waived at the Library Director's discretion for organizations or events that support the cultural, educational, governmental, or informational needs and interests of the community. Please inquire at the time of your application if you are interested in having the rental fee waived or reduced.*

Room	Rental Fee (up to 5 hours)
Thomas H. Kelly Community Room (Large Meeting Room)	\$75
Meeting Room A	\$50
Meeting Room B	\$50
Paulette Medvecky Storytime Room	\$50

Clean Up, Damage, Cancellation	Fee
Cleaning Fee (if room is not returned to the condition in which it was rented)	\$50
Damage Fee (for damages to library building or equipment)	Actual cost of damages
Cancellation Fee (if cancelled with less than 48 hours notice)	50% of rental fee

*Fee schedule approved by the Wayne Public Library Board of Trustees on 6-14-23*

