



Princeton Public Library Meeting Room Application

Your date and time will be reserved upon return of this signed form

Note: Application and payment must be received within 72 hours of initial reservation for confirmation

Today's Date:

Name of Group using the meeting room:

Contact Name:

Address:

Phone Number:

Signature:

MEETING ROOM DETAILS		
Date Requested:		
Time Requested:		
Number of Attendees:		
Equipment Needed:		
Room Set up:		
Non-Profit Group	Yes	No
Will food and/or drinks be provided? (Beyond light snacks and beverages, see director for approval)	Yes	No
Please list kind of food and/or Caterer		

MEETING ROOM FEE	\$30/HOUR	HOURS	
Deposit: (for all groups - refundable)			\$ 100.00
Pricing: (for-profit groups only - non-refundable)	\$30.00		\$ 0.00
Total			

There will be charges for damages or excessive clean-up
Addition cost for every 30 minutes is \$15

Staff Signature: _____
