



**Seward Community Library Museum  
Conference and Small Meeting Room Application**  
**Telephone: 907-224-4082 Fax: 907-224-3521**  
**Email: libmus@cityofseward.net**

A library card or other form of identification must be left with SCLM staff prior to using the room. It will be returned at check out.

Responsible Applicant(s): \_\_\_\_\_

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

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

Email Address: \_\_\_\_\_ Email Approval/Confirmation? Yes No

Telephone: Business \_\_\_\_\_ Home/Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Subject / Purpose / Type of Meeting: \_\_\_\_\_

\_\_\_\_\_ Estimated attendance: \_\_\_\_\_

Meeting date: \_\_\_\_\_ Setup time: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_

After meeting hours plans \_\_\_\_\_ (use back if need more space)

**Room & Items Requested:** please check all that apply

<input type="checkbox"/>	Small Meeting Room	<input type="checkbox"/>	Power Strip
<input type="checkbox"/>	Conference Room	<input type="checkbox"/>	Tables
<input type="checkbox"/>	Kitchenette use	<input type="checkbox"/>	Cart
<input type="checkbox"/>	Screen	<input type="checkbox"/>	Video Conference Equipment
<input type="checkbox"/>	Laser Pointer	<input type="checkbox"/>	Computer
<input type="checkbox"/>	Portable PA System	<input type="checkbox"/>	Digital Projector
<input type="checkbox"/>	Lectern	<input type="checkbox"/>	DVD player and monitor
<input type="checkbox"/>	Marker Board with markers	<input type="checkbox"/>	Overhead Transparency Projector
<input type="checkbox"/>	Extension Cord	<input type="checkbox"/>	Slide Projector

I have read the use policy and agree to the following terms:

- Application must be approved by Library Museum Director. Submitting an application does not guarantee availability or approval. Publicity should not be distributed prior to application approval. In the case of an emergency or an unanticipated library museum need, the library museum reserves the right to cancel meeting room use or to provide a substitute room if available.
- Contact person must be present to open room, present during the meeting, guarantee the room is returned to its original state and notify the SCLM staff for checkout prior to departure. Users who don't return the meeting room or kitchen to its original state will be subject to a \$25 per room penalty fee and/or banned from future use.
- The fee assessed for private use, for-profit groups or businesses using or reserving space in the library museum is \$25.00 minimum (<3 hrs), \$100 for half day (3-5hrs) and \$200 for full day (<10 hrs).
- Rooms will not be available before the scheduled time unless prior arrangements have been made. Rooms will not be available for setup before 9:00 am.
- Meeting must end no later than 15 minutes prior to the close of the library museum (unless previous arrangements have been made) to allow time for furniture to be returned to original arrangement and room to be vacated by closing. Failure to comply may jeopardize future use privileges.
- Equipment requests should be submitted with application. Equipment requested less than 24 hours in advance may not be available.
- Payment of fees is required prior to room use. Failure to pay fees will jeopardize future meeting room use privileges.
- It is your responsibility to limit the size of your meeting to the approved fire code maximum occupation limit. If your meeting goes over the approved limit, people must leave or the meeting will be terminated.

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

Library Museum Director Approval: \_\_\_\_\_ Staff Initials \_\_\_\_\_ Date: \_\_\_\_\_

The City of Seward is subject to the Alaska Public Records Act, AS 40.25 et seq. and this document may be subject to public disclosure under state law.

Fee: \_\_\_\_\_ Paid: \_\_\_\_\_ Date: \_\_\_\_\_