

Meeting Room Reservation – Community or Non-Profit

Leetonia Community Public Library

181 Walnut Street, Leetonia, Ohio 44431

(330) 427-6635

Hours: M/Tu/Th 9:30a-7p & W/Sa 9:30a-4p

Thank you for your interest in reserving a LCPL meeting room. The library will provide chairs, tables, refrigerator, microwave, and waste receptacles. Items in the kitchen/pantry are there for your use. **Patrons are asked to leave the room with tables and chairs arranged in the same way as the posted signs depict, and as clean as it was found. Please bring your own trash bags, the library's dumpster will be open for you to put your trash in.** Decoration and cleanup must occur on the day of the event. There is a fee of **\$125** for a block of 4 hours for use of the meeting room for private use, with an additional \$25 fee for each extra hour needed. Additionally, there is a **\$100** fee if library staff sets up tables and chairs for your event. Non-profit and community groups are not charged the reservation fee. Food and non-alcoholic beverages are allowed; alcoholic beverages are only permitted on the premises with special permission from the Board of Trustees. Fee-based reservations are not confirmed until fee is paid. Notify the library of cancellation 48 hours in advance for full refund. After this 48-hour period, no changes may be made to the reservation and unused additional time will not be refunded. There is a maximum of 12 tables and 90 chairs available. Anyone using a meeting room for free must vacate the building by 7:00 p.m.

Date of reservation: _____ Time needed, including preparation: _____

Is use of the library's facility recurring? Y N

If yes, how often? _____

I _____ (signature) understand that my organization and I are liable for any damage to library property and will abide by the terms set forth herein.

Organization: _____

Purpose of room use: _____

Contact name (printed) _____ Phone: _____

Full Address: _____

Date _____

If you have an emergency call: 911 / Leetonia Police: 330-427-6731 / Leetonia Fire: 330-427-6745