Meeting Room Request - Public
Email: nplmeetingrooms@einetwork.net

Today's date__________

Organization/Business Name__________________________________________________________________________

Mailing Address____________________________________________________________________________________

City/Zip/State_____________________________________________________________________

Contact Person_________________________________Email_______________________________

Daytime Phone_________________ Evening Phone_________________ FAX__________________

Municipio:*   Group description:
□ Bradford Woods   □ Club/Organization
□ Franklin Park   □ Individual
□ Marshall Township  □ Business/Government
□ McCandless Township
□ Ross Township
□ Other___________________

Preference for follow-up contact:
□ Phone (daytime)
□ Phone (evening)
□ Email

Proposed Program Information
Date Requested*_______________________________Program Title______________________________________________

Program Description____________________________________________________________________________________________

Estimated # of participants________________________

* Business/Government/Individual/Club/Organization/Resident/Nonresident fees listed on reverse side

REPEATING MEETINGS/PROGRAMS
Please list the dates if you are requesting for recurring meetings/programs:

January____________________________________________ July ______________________________________________
February___________________________________________ August____________________________________________
March_____________________________________________ September_________________________________________
April______________________________________________ October___________________________________________
May_______________________________________________ November________________________________________
June_______________________________________________ December________________________________________

Room Requirements
• Time Requirements:
  Set-up time: ___________ Program start time: ___________ Program end time: ___________ Time room will be vacated: ___________

• Room Preference:
  □ Board Room-12 people    □ Single Meeting Room -35 people    □ Double Meeting Room-70 people

Standard room equipment:
• Each room has a drop down projector screen, projector, TV, DVD player, dry erase board and wireless internet access (dry erase markers/cleaners are NOT provided).

• Board Room: conference table/12 chairs   • Meeting Room: 3 tables/35 chairs    • Double Meeting Room: 6 tables 70 chairs
Northland Public Library Meeting Room Fees
(per 3 hour period)

<table>
<thead>
<tr>
<th>Individual/Club/Organization</th>
<th>Resident</th>
<th>Nonresident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Room</td>
<td>$30.00</td>
<td>$60.00</td>
</tr>
<tr>
<td>Single Room</td>
<td>$30.00</td>
<td>$60.00</td>
</tr>
<tr>
<td>Double Room</td>
<td>$60.00</td>
<td>$120.00</td>
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</tbody>
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<tbody>
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<td>$200.00</td>
</tr>
</tbody>
</table>

Non-residents are defined as:
• Individuals who do not reside in one of Northland Public Library’s five supporting municipalities.
• Social organizations or clubs if no members reside in one of Northland Public Library’s five supporting municipalities.
• Businesses and government organizations whose main office or main headquarters is not located in one of the Library’s five supporting municipalities.

Residents live within our five supporting municipalities:

Fees are payable by check or credit card - MasterCard, VISA or Discover

Meeting Room Reservation Procedure:
When we receive your Meeting Room Request form completed in its entirety, your request will be considered according to room availability. Every effort will be made to accommodate your request.
After processing your form we will:

1. Follow-up with a phone call/email will be made only if there is a problem with the requested date(s).

2. Formally process your request:
   We will send: Meeting Room Policy Statement, Confirmation Record and Confirmation/Invoice (fee due) or Confirmation Letter (free use)

3. Room will be confirmed and held for your use upon receipt of:
   • Signed acceptance of Meeting Room Policy Statement
   • Fee payment (if applicable)
     Fees are payable by check or these credit cards: American Express, MasterCard, VISA or Discover

SEND YOUR REQUEST:
By Mail: Northland Public Library Meeting Rooms
300 Cumberland Rd.
Pittsburgh, PA 15237

E-mail: nplmeetingrooms@einetwork.net

FAX: Attn: Meeting Rooms
412-366-2064