



Red Wing Public Library Meeting Room Contract

To schedule a meeting call: 651-385-3642

Apply online at www.redwing.lib.mn.us

E-mail to: amy.smith@ci.red-wing.mn.us Fax to: (651) 385-3644

Mail form to: Red Wing Public Library, 225 East Ave. Red Wing MN 55066

Library Meeting Room Hours: Mon.-Wed. 8 AM - 7 PM, Thurs.-Fri. 8 AM - 6 PM & Sat. 9 AM - 3 PM

Today's Date:	Meeting Room Date:
Meeting Room time needed:	Set up time: Meeting start time: Meeting end time: Clean up time:
Organization Name: <i>(Not for profit events ONLY)</i>	
Meeting Title: <i>(For publicity)</i>	
Public Welcome? YES NO	
Contact Person Name:	
Mailing Address:	
City, State, Zip:	
Phone:	

Does your event include a movie? YES NO
 Publicly screening a movie requires obtaining public performance rights from the rights holder of the movie. You as the applicant, are responsible for obtaining written documentation of permission to publicly display the film. A copy of the written permission MUST be provided prior to receiving approval for your event. The following website has some great information on how to obtain public performance rights: [http://www.prattlibrary.org/locations/sightsandsounds/?id=11096#Vendors with PPR](http://www.prattlibrary.org/locations/sightsandsounds/?id=11096#Vendors_with_PPR)

Please circle room cost & preferred equipment, if needed

Community Room Rental (seats 50)	Cost
4 hours or less with no equipment	\$30.00
4 hours or less with equipment & set-up: Computer Projector, DVD Player, Laptop Computer, Overhead Projector, TV, VCR Player	\$45.00
More than 4 hours with no equipment	\$50.00
More than 4 hours with equipment & set-up: Computer Projector, DVD Player, Laptop Computer, Overhead Projector, TV, VCR Player	\$65.00
Surcharge after closing	\$25.00 per hour
Foot Room Rental (Seats 120)	Cost
4 hours or less with no equipment	\$60.00
4 hours or less with equipment & set-up	\$75.00
More than 4 hours with no equipment	\$100.00
More than 4 hours with equipment & set-up	\$115.00
Surcharge after closing	\$25.00 per hour

Total Amount Due: _____

Equipment provided free of charge(circle all needed) : Microphone, Podium, Wi-Fi, Dry Erase/Flip Chart Board & Assistive Listening Device

Meeting room users are responsible for complying with the attached Red Wing Public Library Guidelines.

By signing this form I agree to these policies:

Name: _____ Date: _____