

Wolfe Community Room
North Baltimore Public Library
230 N. Main St., North Baltimore, Ohio

ON **Friday**, Pick up keys by **5:30 pm** for weekend use.

\$80.00 fee for use of the room per day PLUS a \$80.00 deposit for keys. If the Wolfe Community being rented as a For-Profit Event, the cost will be \$160.00. **IF YOU WANT TO DECORATE THE DAY BEFORE THE EVENT, YOU WILL NEED TO RESERVE AND RENTED FOR 2 DAYS.** The key deposit should be paid separately when the paperwork for the room is filled out and will be returned when the keys are given to the staff member at the front desk. Please **DO NOT LEAVE KEY IN THE BOOKDROP! Cash only for deposit.**

initial when read

Date of Application

Name of person filling application

Contact Number

Name of Organization (if applicable)

Non- Profit or For-Profit Event

Date of Event

Approx. number attending

Hours of Event

Each group is responsible for setting up and taking down of tables and chairs, clean up and trash disposal.

I have received the Policies Governing Use of the Community Room and agree to see that my group observes the regulations.

Signature

Staff Checklist

Did the patron pay Their \$80.00 Deposit? (need to be turned in the day the paperwork is filled out.)	YES / NO	Staff initials
Does the patron want to use the TV? If s, add \$10.00 to their \$80.00 deposit. Making their deposit a total of \$90.00.	YES / NO	Staff initials
Did the patron pay \$80.00 or \$160.00 on the date of the key pick-up? (\$80 or \$160 CAN NOT BE PAID BEFORE THE KEYS ARE PICKED UP!)	YES / NO	Staff initials

Key # checked out _____ Date Checked Out _____ Staff Initials _____

Date Check In _____ Staff Initials _____

Was the patron's deposit returned to them upon return of the keys?	YES / NO	Staff initials
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