

# Poplar Bluff Public Library Conference Room

## Guideline and Fee Schedule

A preconference is required with library staff before using the conference room. The library will extend assistance in configuring technology to meet library network security guidelines. The following equipment and software are available in the room for use by attendees.

### Please check items needed:

<input type="checkbox"/> Smart Board	<input type="checkbox"/> Portable Computer Lab (Windows XP)
<input type="checkbox"/> Cable TV	<input type="checkbox"/> Overhead Projector
<input type="checkbox"/> Internet Access	<input type="checkbox"/> Excel
<input type="checkbox"/> Microsoft Word	<input type="checkbox"/> PowerPoint
<input type="checkbox"/> Heritage Quest	<input type="checkbox"/> Ancestry.com
<input type="checkbox"/> GALE Databases	<input type="checkbox"/> World Book Online
	<input type="checkbox"/> Other: (please list)

### Room Charges: (select one)

Rates:  one hour--\$25     half day (4 hours)--\$50     full day (7 hours)--\$75

*(Time is measured from set up to exit of the room. Fees must be paid prior to the event. A library technology person may be available for an additional per hour cost to be determined by the Library and user after the initial setup of equipment.)*

**Organizations with 501(c)3 status are not required to pay room charges, but other charges may be collected.**

### Other Charges:

Food or Beverage \$25 \_\_\_\_\_

*(All food and beverages must be cleared from the room before attendees leave. Trash containers will be provided. No paper products are provided by the library. A 10 and 25 cup coffee pots are available for use. No kitchen is available for warming or cooling of food or drink. A sink and 10-foot serving counter are provided.)*

**Staff Support:**                      **Amount:** \_\_\_\_\_

Description of support needed and total amount of hours:

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

Responsible Party and/or Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_                      Alternate Phone: \_\_\_\_\_

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

Date and time of event: \_\_\_\_\_

\_\_\_\_\_  
(signature of responsible party)

\_\_\_\_\_  
(date)

Authorization Signature: \_\_\_\_\_  
*(for library use only)*