



Fairbanks North Star Borough, Noel Wien Library
1215 Cowles Street, Fairbanks, AK 99701
Auditorium / Conference Room Application
 Telephone: 459-1022 Fax: 459-1024 Email: nwl.admin@fnsb.gov

A library card or other form of identification must be left with Administrative staff or Reference Librarian prior to using the room. It will be returned when you check out of the room.

Responsible Applicant(s): _____

Name of person who will be in attendance for entire meeting and to sign in / out of room with ID

Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____ Email Approval/Confirmation? _____

Telephone: Business _____ Home/Cell: _____ Fax: _____

Subject / Purpose / Type of Meeting: _____

Meeting date: _____ Estimated attendance: _____

Setup time: _____ Start: _____ End _____ Clean Up/Check Out _____

The library has limited equipment available for your use and does not have technical support to troubleshoot equipment problems should they arise. After use, the room must be cleaned and reset according to the diagram posted by the door. The applicant signing for the room is responsible for setup, reset, cleanup and any damages to equipment, furniture, easels, room etc. Library staff will inspect the room at time of check-out.

Part II – Please check all that apply - Room & Items Requested

Room Requested		
Auditorium	\$50	
Conference Room	\$25	

Items Requested - Additional Fee		
Microphone	\$45	
Grand Piano - Auditorium Only	\$50	

Items Requested – No Charge		
Kitchenette	N/C	
Screen	N/C	
Lectern (auditorium only)	N/C	
Marker Board with Markers	N/C	
Tables – how many _____	N/C	
Audio Induction Hearing Asst	N/C	
Video Conference Equip. (OWL) (For Video Conf. Use Only)	N/C	
Upright Piano - Conf. Rm. Only	N/C	

Auditorium / Conference Room capacity are as follows:

Maximum Occupancy	With Chairs	Without Chairs
Auditorium	150	225
Conference Room	30	50

These numbers are based on the Fairbanks City Fire Code and are not up to the discretion of the FNSB library or staff. At no time shall the user group allow occupancy to exceed this number. Failure to comply with this requirement will result in the immediate cancellation or closure of the meeting.

Large Meeting Room Guidelines

- Application must be approved by Library Director. Submitting an application does not guarantee availability or approval. Publicity should not be distributed prior to application approval. In the case of an emergency or an unanticipated library need, the library reserves the right to cancel meeting room use or to provide a substitute room if available.
- The person signing this form and/or the check in form is accepting responsibility for the room and guarantees the room is returned to its original state. This person must leave a library card or ID with library staff for the duration of the meeting, must be present to open room, present during the meeting, and notify the administrative or reference staff for checkout prior to departure. Once Library staff has verified the state of the room and equipment, the responsible party's library card or ID will be returned. Users who don't return the meeting room or kitchen to its original state will be subject to a room penalty fee.
- Rooms will not be available before the scheduled time unless prior arrangements have been made. Rooms will not be available for setup before 9:30 am M-F and 10:00 am on Saturday.
- Meeting must end no later than 15 minutes prior to the close of the library to allow time for furniture to be returned to original arrangement and room to be vacated by closing.
- Equipment requests should be submitted with application and payment is required 24 hours prior to room use. Equipment requested less than 24 hours in advance may not be available and, if available, will incur an additional scheduling/set up fee which must be paid prior to room use. Please Note, equipment previously available may no longer be listed on the application. If you have any questions in regards to equipment, please contact the Library Administration Office at 459-1022.
- Parking is not allowed in staff areas. Electrical plug-in outlets are limited to staff use only.
- Cost of any damage(s) to the room or equipment shall be borne by the individual in charge of user group.
- The Library cannot provide storage of materials for programs.
- Materials may not be affixed or fastened to the walls / doors other than in designated areas (cork strips along walls).
- A group or organization using the Auditorium or Conference Room may not collect admission fees or charge participants attending the meeting / session.
- It is your responsibility to limit the size of your meeting to the approved fire code maximum occupation limit. If your meeting goes over the approved limit, people must leave or the meeting will be terminated.
- Please notify our office immediately of any cancellation or changes.

Signature indicates Large Meeting Room Policy and Large Meeting Room Guidelines have been read and will be observed. Failure to comply may jeopardize future meeting room use privileges.

Signature: _____ Date _____

Received by: _____ Date: _____

Library Director Approval: _____ Date: _____

Library Hours

<u>Monday – Wednesday</u>	<u>10:00am – 8:00pm</u>
<u>Thursday & Friday</u>	<u>10:00am – 6:00pm</u>
<u>Saturday</u>	<u>10:00am – 5:00pm</u>