

## CALEDONIA TWP. LIBRARY COMMUNITY ROOM RESERVATION REQUEST

Date and Time (must include set up and tear down) \_\_\_\_\_

Name of Group \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_

Description of Group \_\_\_\_\_

I HEARBY ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND AND WILL COMPLY WITH THE RULES AND REGULATIONS PERTAINING TO THE RENTAL OF THE CALEDONIA TOWNSHIP LIBRARY COMMUNITY ROOM.

**I UNDERSTAND THAT BOOKED DATES CANNOT BE REFUNDED OR RESCHEDULED.**

Signature of Contact Person \_\_\_\_\_

### RATES:

**The rental fee for Caledonia Township based Girl Scout Troop and Boy Scout Troops shall be:  
\$10.00 for a 3 (three) hour block, and proof of residency must be provided.**

**All other groups or organizations shall be:  
\$20.00 per (1) hour, \$10.00 for each additional hour.**

### Open Hours

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9:30a – 8p	12 – 8p	9:30a – 5p	12 – 8p	9:30a – 5p	9:30a – 5p	CLOSED

**\*\*Community Room Availability subject to library and township activities\*\***

\_\_\_\_\_ Total Payment \$\_\_\_\_\_

\_\_\_\_\_ Verification of Requested Time during Open Hours

Date \_\_\_\_\_

Library Staff Member \_\_\_\_\_