



Marion County Board of County Commissioners

Public Library System

2720 E. Silver Springs Blvd.
Ocala, FL 34470
Phone: 352-671-8551
Fax: 352-368-4545

MEETING ROOM APPLICATION

Library: _____ Today's date: _____

Group name: _____

Purpose of use: _____

Group status: Non-profit For-profit Expected number of attendees: _____

Official group mission or purpose: _____

Requested date(s): _____ Need to know by: _____

	Day	Date	Time from	Time to
First choice				
Second choice				
Third choice				

Contact persons:

1. Name: _____ Library card number: _____

Address: _____

Phone number: _____ Email address: _____

2. Name: _____

Address: _____

Phone number: _____ Email address: _____

Additional services requested: Check all that apply. Fee is per occurrence. Tax will be added to for-profit groups.

- Meeting room use fee (for-profit groups; per hour \$25/\$50) \$_____
- Customized room set-up (please describe below) \$25
- Room take-down to standard configuration \$25
- Damage deposit (Includes \$25 non-refundable refreshment fee) \$100
All red liquids and sauces, sprinkles and powdered sugar prohibited.
- Additional or non-routine custodial services \$25/hour
- Equipment use (list items below) \$25
Equipment training is free and required if library equipment is used.
- Technical Assistance (one hour minimum) \$35/hour

Total service fees due: \$_____

Setup/equipment/additional notes: _____

Training required: Yes No Date/time scheduled: _____

Liability statement:

I have read and accepted the terms and conditions of the use set forth in the Meeting Room Policy and Rules of Conduct. I understand that the group I represent will be responsible for any damage to the facility occurring during its use of the facility including, but not limited to, any damage to furnishings, fixtures, and equipment.

Signature _____

Meeting room contact information:

Headquarters-Ocala, Darlene Pocock	352-368-4500	Fax: 352-368-4545	Darlene.Pocock@marionfl.org
Headquarters-Ocala, Ne'Shay Frye	352-368-4500	Fax: 352-368-4545	Neshay.Frye@marionfl.org
Belleview Public Library	352-438-2500	Fax: 352-438-2502	Belleview.Library@marionfl.org
Dunnellon Public Library	352-438-2520	Fax: 352-438-2522	Dunnellon.Library@marionfl.org
Forest Public Library	352-438-2540	Fax: 352-438-2542	Forest.Library@marionfl.org
Freedom Public Library	352-438-2580	Fax: 352-438-2582	Freedom.Library@marionfl.org

For library use only:

Library card in good standing: Yes No

Date paid for services: _____

Amount paid: \$_____ Cash Check Credit card

Check number: _____ Deposit date: _____

Application for refund amount: \$_____ Date submitted: _____

Room inspected by: _____ Date and time: _____

Notes: _____

Cleaning and/or repairs (hourly rate X time spent): _____

Cost of materials: \$_____

Group status: Non-profit For-profit

Not available due to for-profit use Room scheduled Room not scheduled

Reason: _____

Revised 02/2023