

ROOM RENTAL APPLICATION



WINTER PARK
LIBRARY

Application for booking of Winter Park Library rooms by outside organizations and individuals. Upon submitting this application, Winter Park Library staff will assess availability and suitability of the space for the proposed use. Please allow up to 3-5 business days for a response. Upon acceptance, Library staff will send a Rental Agreement with exact pricing based on the application and Credit Card form.

RENTAL INFORMATION

Organization/
Renter Name:

Nonprofit Organization: If this box is checked, please provide proof of nonprofit status (e.g., 501(c)(3) determination letter) along with this application.

Room (read above for information of room sizing and pricing):

Collaboration Room 1 or 2 (\$50/hr)

Murrah Community Room (\$200/hr)

Collaboration Room 3 (\$75/hr)

Edyth Bush Theatre (\$300/hr)

Attendance:

Purpose:

Dates & Times: Please list dates and times that will work for your rental. (Example: 2 hour meeting on 5/12 or 5/13 in the evening.) We can only book up to three months to date.

Setup: Please let us know total attendance. Also set up for the the stage and audience area. Setup styles are listed on our Room Rentals page. Collaboration Room setup cannot be modified.

A/V & EQUIPMENT

Please let us know your A/V needs. Include what technology you will be bringing to connect to our projector.

Digital Projector (+\$50) |

Laptop (+\$25) |

Microphones (+\$25) Quantity:

Your technology: Please include the type of device to the best of your ability. (Example: iPhone 15 or Windows PC.)

Apple Device

Windows Device

Android Devices

Other

Additional Information:

Please note: We do not provide Apple dongles or USB-C Hubs.

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FOOD & BEVERAGE

Please inform us if you plan to provide catering during your event. Please note that catering must be approved by the Library, and chafing dishes or alcoholic beverages are not permitted.

CONTACT INFO:

Name:

Address:

Phone: Email:

I, the undersigned, hereby declare that: (i) The information provided in this application is true, accurate, and complete to the best of my knowledge. (ii) I understand that any false or misleading information may result in the denial or cancellation of the room rental. (iii) I understand that the acceptance of this application does not guarantee the availability of the requested room and that the final booking will be confirmed by Winter Park Library staff.

Signature: Date:

This form must be returned as soon as possible to ensure availability of rental space.

RETURN COMPLETED FORM TO:

Rachel Gonzalez
Winter Park Library
1052 W Morse Blvd
Winter Park, FL 32789
rooms@winterparklibrary.org

Room Rental Information

The Library has several rooms available for individuals or groups to book. During June and July, rooms are primarily reserved for our Summer Reading classes and events.

A security deposit of \$200 is required to rent any Library rooms.

All available rooms will be discounted 25% to Winter Park non-profits. Verification of non-profit status is required.

For room set-up options and pictures, please visit <https://www.winterparklibrary.org/rent-room>.

For additional questions or information, email rooms@winterparklibrary.org.

Edyth Bush Theatre

The Edyth Bush Theatre (EBT) is our largest room. The maximum capacity is 90, depending on the room setup. Located on the first floor.

<i>Pricing</i>	<i>Hourly</i>	<i>Daily</i>
<i>Regular</i>	\$300	\$2,100

Room Setup Options for the EBT

Presentation style: capacity = 90

Classroom style: capacity = 24

Podium style on stage

Panel style on stage

Digital projector - \$50/use

Microphones - \$25/use.

Murrah Community Room

The Murrah Community Room maximum capacity is 30, depending on the room setup. Includes whiteboard. Located on the second floor.

<i>Pricing</i>	<i>Hourly</i>	<i>Daily</i>
<i>Regular</i>	\$200	\$1,400

Room Setup Options for the Community Room

Theater style: capacity = 30

U-shape: capacity = 20

Boardroom style: capacity = 20

Classroom: capacity = 18

Digital projector - \$50/use

Microphones - \$25/use

Collaboration Rooms

The Collaboration Rooms have two sizes. A smart screen allows for projection from your device. Includes whiteboard. All rooms are located on the second floor.

<i>Pricing</i>	<i>Hourly</i>	<i>Daily</i>	<i>Capacity</i>
<i>Collab 1 & 2</i>	\$50	\$350	6
<i>Collab 3</i>	\$75	\$525	10

Pricing and fees are subject to change.