

Dear Library Board:

I am writing to request a fee waiver or reduced fee for use of the library meeting rooms. By submitting this request, I understand that the decision to allow fee waivers or reduced fees is contingent on the approval of the Cloquet Library Board. I further understand that all, a portion of, or none of this request may be approved. I have read and agree to abiding by the Renter Responsibilities Guidelines for Use and accept that any damages to or misuse of the space will result in loss of future room use privileges.

I am providing the following information for your consideration:

Organization Name: _____

Responsible Official (this is the person to whom we will respond): _____

Phone: _____

E-Mail Address: _____

One-time or continuing basis: _____

Dates needed: _____ Number of People expected: _____

Type of Submitter/Organization: Public Private non-profit

I have included proof of non-profit status. Yes No Not applicable

Reasons for request: _____

Amount willing or able to pay: _____

Signature: _____

Date: _____