

**Application for Use of Dean E. Miller Community Room  
Caldwell Public Library**

Meeting date requested: \_\_\_\_\_

Time requested: \_\_\_\_\_ to \_\_\_\_\_ *(please include time for set up and tear down)*

Attendance expected: \_\_\_\_\_

*(Maximum capacity for community room: 120)*

Booking organization: \_\_\_\_\_

Organization address: \_\_\_\_\_

Contact person: \_\_\_\_\_

Contact person's daytime phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Dean E. Miller Community Room Use Fees**

**No fee:** City of Caldwell, Caldwell Public Library-affiliated groups, or other local government entities, community book or study groups, musical recitals, Neighborhood Associations located within the city limits of Caldwell.

**Caldwell, Canyon -county based or national non-profit groups, or individuals  
– please select one**

\$25: 1 - 4 hours

\$50: 4+ hours

**For-profit groups**

\$50: 1 - 4 hours

\$100: 4+ hours

**ALL groups serving food or drink:**

\$10: Additional cleaning fee for all groups that wish to serve food or drink.

**Note:**

- An additional \$25 per half hour will be assessed to ALL groups who stay later than 10 minutes past the end of their reserved period.
- ALL fees must be paid by cash or check before the start time of the event.
- Reservation fees and cleaning fees are refundable if a meeting is cancelled 24 hours in advance or cancelled by the library.

*I have read and agree to abide by the Dean E. Miller Community Room Policy. I agree to use the room only for the purposes of the above organization and with the stated date, hours, and attendance. Failure to abide by this agreement may result in the suspension of meeting room privileges.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Dean E. Miller Community Room application must be received before booking will be confirmed. Please make checks payable to the Caldwell Public Library.

---

Fax (208.459-7344), mail or bring this form to the **Caldwell Public Library, 1010 Dearborn St., Caldwell, ID 83605 Attn: Reservations** or email it to [amartinez@cityofcaldwell.org](mailto:amartinez@cityofcaldwell.org) or [tcagwin@cityofcaldwell.org](mailto:tcagwin@cityofcaldwell.org).

---

Staff use (please initial and date):

*Amount due:*

*Payment received:*

*Calendar booked:*