

Lee County Library System Meeting Room Capacity by Location

Please call to a reserve a room before faxing the application.

Location	Meeting Room Capacity	Telephone/Fax
Bonita Springs Public Library	48 people	Voice: (239) 533-4860 Fax: (239) 485-1190
Cape Coral-Lee County Public Library	191 people	Voice: (239) 533-4500 Fax: (239) 485-1140
Dunbar-Jupiter Hammon Public Library	44 people	Voice: (239) 334-3602 Fax: (239) 334-7940
East County Regional Library	150 people	Voice: (239) 533-4200 Fax: (239) 485-1125
Fort Myers-Lee County Public Library	38 people	Voice: (239) 533-4600 Fax: (239) 485-1160
Lakes Regional Library	180 people in Room A 25 people in Room B	Voice: (239) 533-4000 Fax: (239) 533-4040
North Fort Myers Public Library	40 people	Voice: (239) 533-4320 Fax: (239) 485-1146
Northwest Regional Library	200 people	Voice: (239) 533-4700 Fax: (239) 485-1170
Pine Island Public Library	32 people	Voice: (239) 533-4350 Fax: (239) 485-1180
Riverdale Branch Library	76 people	Voice: (239) 533-4370 Fax: (239) 485-5195
South County Regional Library	99 people	Voice: (239) 533-4400 Fax: (239) 485-1130



**LEE COUNTY LIBRARY SYSTEM
APPLICATION FOR USE OF MEETING ROOM / SIDEWALK OR GROUNDS**

FOR NOT-FOR-PROFIT GROUPS, ORGANIZATIONS, AND INDIVIDUALS (revised 3/2011)

Please Complete All Sections

Applicant Information

Applicant (organization) Name		
Contact Person		
Address		
Telephone	Days	Evenings
Other contact info	Fax	Email

Additional Information

Type of Meeting/Use:		
Date of Meeting/Use:		
Time of Meeting/Use:	Set-up Time _____ am/pm	End Time _____ am/pm
	Start Time _____ am/pm	Finish Clean Up _____ am/pm
Estimated Attendance:		
Location	Meeting Room _____	Other (specify) _____
Will this meeting be advertised/noticed as a public meeting open to the public and to video or audio taping by the news media and members of the public, or otherwise subject to the requirements of the Florida Sunshine Law, Section 286.011 Florida Statutes? Yes _____ No _____		

I _____ voluntarily agree to indemnify and hold harmless Lee County, the Lee County Library System, and any employee of Lee County against any and all claims on behalf of any person or legal entity arising from the applicant's use of premises, or from any activity permitted by the applicant in or about the premises, and will further indemnify and hold harmless the County or its departments and employees against performances of any agreements on the applicant's part, or the applicant's agents, contractors, employees, or licensees, and from and against all cost, attorney's fee, expenses, and liabilities incurred in or about any claim or proceeding brought thereon, all to the extent of the County's liability under the law. The applicant agrees to adhere to all Lee County Ordinances, the Lee County Library System Meeting Room/Sidewalks and Grounds policy and other Lee County Library System policies.

Applicant Signature _____ Date _____

For Staff Use Only

Circle Equipment Requests
(Note: not all equipment is available at all locations)

Assistive Listening System	LCD Projector/Screen	Microphone
Overhead Projector/Screen	TV/DVD player	TV/VCR

After hours check received? yes_____ no_____ Not Applicable_____ (only for certain locations)

(After hours fee is \$100.00 per hour. After hours use is available for one hour after regular library hours. The fee is not prorated for partial hours. Make check payable to Lee County BoCC.)

Other Requests:

Application Accepted By _____ Reservation Recorded (Date) _____

Notes: