



BEATRICE
CITY • BOARD OF PUBLIC WORKS

CITY HALL

400 Ella Street | Beatrice, NE 68310
Phone: 402.228.5200 Fax: 402.228.2312

BEATRICE PUBLIC LIBRARY

100 North 16th Street | Beatrice, NE 68310
Phone: 402.223.3584 Fax: 402.223.3913

Beatrice Public Library Meeting Room Request Form

Public/Non-Profit Organization _____ Private/For Profit Organization _____

Group/Organization _____ Today's Date _____

Contact Person _____ Phone _____

Complete Address _____

Email Address _____

Activity/Purpose of Meeting _____

Date of Meeting _____ Time of Meeting _____ Number Expected _____

Time of Booking (include time for set-up and clean-up) _____

Will the kitchenette be needed? YES _____ NO _____

The contact person has received and read the Meeting Room Policy and agrees on behalf of the group that they will abide by these rules and indicates this by signing below:

Signature _____ Date _____

Approved by _____ Date _____

Fees: (Private/For Profit only)

\$60.00 fee and \$60.00 deposit has been received on (date) _____ by (initials) _____

Deposit returned _____ or retained _____ on (date) _____ by (initials) _____