



Wood County District Public Library

251 North Main Street, Bowling Green, OH 43402
419-352-5104

Library Atrium Agreement

- \$50 Usage Fee
- Will Refreshments be served? If so, do you need a table?
- Number of chairs needed:
 - 50
 - 75
 - 100
- Stand-up Microphone (1-4)
- Lapel microphone
- Music stands (1-4)
- Grand Piano

The grand piano is professionally tuned quarterly. If your performance requires additional tuning, you are responsible for the (generally \$90) fee. The library will make the arrangements.

Concerts will be scheduled during library open hours; there is a \$150 staffing fee for concerts lasting past library hours.

Please provide 5-10 publicity fliers to the library 1-2 weeks in advance. No admission may be charged, tickets sold, or orders of any kind taken. Musical performers may sell CD's when they perform in the atrium. A donation to the Library is appreciated.

A practice session may be arranged during regular library hours. Alcoholic beverages are not permitted. The space may not be reserved more than 4 months in advance.

Individual Responsible: _____

Telephone number: _____

Performers: _____

Date: _____

Beginning Time: _____ Ending Time: _____

The atrium has been reserved by:

Library Staff Signature:

Date

Space Booked:

Event Staffing:

Piano Tuning:

Fee Collected: