Meeting Room Request - Public

NORTHLAND PUBLIC LIBRARY 300 Cumberland Road. • Pittsburgh, PA 15237

Phone: 412-366-8100 x137 Website: northlandlibrary.org Email: nplmeetingrooms@northlandlibrary.org

Today's date_____

Organization/Business name_____

Mailing address_____

City/State/Zip_____

Contact person _____

Daytime phone_____ Evening phone _____ Email _____

Municipality:*

☐ Bradford Woods
☐ Franklin Park
☐ Marshall Township
☐ McCandless Township
☐ Ross Township
☐ Other_____

Group description:

☐ Club/ Social Organization
☐ Individual
☐ Business/Government

**** Business/Government/Club/Social Organization/Resident/Nonresident fees listed on reverse side.***

Proposed program information

Date requested*_____ Program title_____

Program description_____ Estimate # of participants_____

*Repeating meetings/programs *Please list the dates if you are requesting for recurring meetings/programs.*

January_____ July_____

February_____ August_____

March_____ September_____

April_____ October_____

May_____ November_____

June_____ December_____

Meeting space requirements

• Time requirements:

Set-up time_____ Program start time_____ Program end time_____ Room vacate time_____

• Room preference:

Lower-level: *(Please sign out the following items at the Customer Service desk: dry erase markers/cleaners, Smart TV/DVD/projector remotes for use in these rooms.)*

☐ Board Room - 15 people - *1conference table/15 chairs, drop down projector screen, projector, Smart TV, dry erase board, wireless internet*

☐ Single meeting room - 28 people - *3 tables/28 chairs, drop down projector screen, projector, Smart TV, DVD player, dry erase board, wireless internet*

☐ Double meeting room - 56 people - *6 tables/56 chairs, drop down projector screen, projector, Smart TV, DVD player, dry erase board, wireless internet*

Upp**er-level:** *(Please sign out the following items at the Ask A Librarian desk: smart board and camera/sound bar remotes, stylus pen for use in this room.)*

☐ Conference Room - 24 people - *10 tables, 24 chairs, smartboard, wireless internet*

Northland Public Library Meeting Room Fees

(per 3 hour period)

Individual/Club/ Social Organization	Resident	Nonresident
Board Room	$50.00	$100.00
Single Room	$50.00	$100.00
Double Room	$100.00	$200.00
Conference Room	$100.00	$200.00

Business/ Government	Resident	Nonresident
Board Room	$85.00	$150.00
Single Room	$85.00	$150.00
Double Room	$170.00	$300.00
Conference Room	$185.00	$325.00

Non-residents are defined as:

- Individuals who do not reside in one of Northland Public Library's five supporting municipalities.
- Social organizations or clubs if no members reside in one of Northland Public Library's five suporting municipalities.
- Businesses and government organizations whose main office or main headquarters is not located in one of the Library's five supporting municipalities.

Residents live within our five supporting municipalities:
Borough of Bradford Woods, Franklin Park Borough, Marshall Township, Ross Township, and the Town of McCandless.

Fees are payable by check or credit card - American Express, Discover, MasterCard or VISA

20228 MeetingRooms/2026 Fee schedule.indd

Meeting Room Reservation Procedure:

*When we receive your Meeting Room Request form **completed in its entirety**, your request will be considered according to room availability. Every effort will be made to accommodate your request.*

After processing your form we will:

1. Follow-up with a phone call/email will be made only if there is a problem with the requested date(s).

2. Formally process your request:

We will send: **Meeting Room Policy Statement,** and **Confirmation/Invoice** *(fee due)*

3. Room will be confirmed and held for your use upon receipt of:

- **Signed acceptance of Meeting Room Policy Statement**
- **Fee payment** *(if applicable)*

  Fees are payable by check or these credit cards: American Express, Discover, MasterCard or VISA

SEND YOUR REQUEST:

By Mail: Northland Public Library
Meeting Rooms
300 Cumberland Rd.
Pittsburgh, PA 15237

Email: nplmeetingrooms@northlandlibrary.org