



Meeting Room Reservation Form and Contract

Today's date: _____ Name of event: _____ Predicted Attendance: _____

Purpose of meeting: _____

Identify dates and times of room reservations requested:

Date: _____ Time: _____ Date: _____ Time: _____ Date: _____ Time: _____
Date: _____ Time: _____ Date: _____ Time: _____ Date: _____ Time: _____
Date: _____ Time: _____ Date: _____ Time: _____ Date: _____ Time: _____

Room requested: Walker Meeting Room Henry Board Room Large Study Room Leverenz Other

Organization Description: Business Government Nonprofit Club

Contact person: _____ Library card number: _____

Organization name: _____ Authorizing contact if different: _____

Address: _____ Phone: _____ Email: _____

Equipment requested (fee-based)

- Grand piano - \$50 (Walker Room)
- Portable stage in Walker room - \$50 (one setup & break-down)
- AV System in Henry Board Room - \$20 set-up fee
- Technical support/use of AV system in Walker Room - \$20 for up to 4 hours for nonprofits and \$20/hour for commercial organizations

Set-up for Walker Meeting Room

- Standard (no charge)
- Small Group (no charge)
- Full - \$50
- Conference - \$50
- Extra Large - \$100
- Classroom - \$100

Hold Harmless Agreement. The undersigned forever releases, discharges and covenants to hold harmless the Fayetteville Public Library and any of its employees or agents of any person, firm or corporation charged or chargeable with responsibility or liability that may arise in connection with the use of the Fayetteville Public Library Building.

Indemnity. The undersigned hereby indemnifies the Fayetteville Public Library and its agents and employees and any and all persons or entities who may be chargeable with liability against all losses, costs, and expenses, including reasonable attorney's fees incurred by the Library or its agents, employees or any entities as a result of the use of the Library.

I hereby certify that I am at least eighteen years of age and have read and agreed to the contract terms and meeting room policy which constitute the entire agreement. If I am acting as agent or agents for any other person or entity, then I have the authority to act as such agent. I hereby acknowledge receipt of this contract. I understand this reservation is not confirmed until this form is signed by an authorized agent of the organization and the deposit and any fees via check (\$____) are received. If the room is not left in the condition in which it was found or materials are missing from the room, I agree to pay the cost of cleaning, repairs or material replacement. I understand the Library reserves the right to cancel this reservation.

I agree to check-in at the Welcome Desk prior to the start of the meeting and provide my Fayetteville Public Library card. I also agree to contact a library staff member at the Welcome Desk immediately following the conclusion of the meeting and comply with all close-out procedures.

Signature: _____ Date: _____

Staff:	AV _____ Setup _____ Other _____
Room assigned (circle one)	Walker Board Other _____
Fee received	\$ _____ Date _____ Check no. _____
Other:	