

*Old Jamestown School Association
Jamestown Public Library
P.O. Box 1345
Jamestown, NC 27282*

Rental Application

Name of Organization: _____

Contact Person: _____ Phone Number: _____

Address of Contact: _____

Email Address: _____

Date Requested: _____ Time Requested: _____

Rules for Rental:

- A rental key set may be obtained at the library office the day of your rental.
- The renter is allowed to use the library space only during the time specified in this application.
- The library is an alcohol and tobacco free campus, inside and outside the building.
- Renter will report any damage to the room or furnishings to the library office.
- Lights must be turned out and doors locked before leaving.
- A completed cleaning checklist must be returned with the key to library outside dropbox.

The renting individual or group, including guests and invitees, understand and agree to the above terms and conditions. It is also understood by all parties that Old Jamestown School Association **will not** be responsible for injury to persons using the premises under the terms of its application, nor for damage to or loss of property brought onto the premises, and that Old Jamestown School Association will be held harmless for any such injury, damage or loss resulting from the use of its property, including any court cost and attorney fees.

AND

The renting individual or organization, their guests and invitees agree to abide by all rules and guidelines established by Old Jamestown School Association for the use of Jamestown Public Library and its grounds.

Room to be used _____ Total Due \$ _____

Signed: _____ Date: _____

This completed form should be delivered to the library or mailed to:

**Old Jamestown School Association
P.O. Box 1345
Jamestown, NC 27282**

Old Jamestown School Association (OJSA)

Guidelines for use of the Jamestown Public Library

Rental of Library conference rooms is open to individuals, businesses and organizations.

1. The renter must be at least twenty-one (21) years of age.
2. The renter must complete and sign an application which includes and “hold harmless” agreement with the OJSA.
3. The renter must agree to abide by all rules and guidelines established by the OJSA for use of the Library.
4. The renter may not have alcoholic beverages on the premises.
5. The Library is a tobacco free campus.
6. Reservations must be made in writing. Payment must be received before rental date. All payments are non-fundable.