

Rental Application

Name of Organization: _____

Contact Person: _____ Phone Number: _____

Address of Contact: _____

Email Address: _____

Date Requested: _____ Time Requested: _____

Number of People Expected:

of Children _____ # of Adults (18 years or older) _____

Meeting Type/Description: _____

<u>Rooms Available and Fees</u>	<u>Capacity</u>	<u>Fee</u>
Classroom (Meeting Room 1)	30	\$50.00
East Room (Meeting Room 2)	40	\$75.00
Auditorium	90	\$150.00

Rules for Rental:

- A rental key set may be obtained at the library office the day of your rental (if applicable).
- The renter is allowed to use only the *requested* space and 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.
- Keys must be returned to library staff.
- Renter must complete the rental "Clean-up Checklist" and return to library staff at the end of the rental period.
- All payments are non-refundable, unless the library is closed expectantly due to inclement weather or other unplanned closings – please check our website and local news stations for this information.

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 Jamestown Public Library **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 Jamestown Public Library 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. In the event of inclement weather, please check local television stations or the website for delays and closings.

AND

The renting individual or organization, their guests and invitees agree to abide by all rules and guidelines established by Jamestown Public Library 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:

Jamestown Public Library
P.O. Box 1437
Jamestown, NC 27282