

Library Program Room Rental Agreement

Organization: _____

 Contact Name: _____
 Address: _____ Postal Code: _____
 Town: _____ Phone Number: _____
 Email Address: _____
 Date(s) Required: _____
 Time(s) Required (to/from): _____
 Estimate Attendance: _____

EQUIPMENT RENTALS/USE REQUESTED	RENTAL FEES
<input type="checkbox"/> LCD TV (no charge)	Room Fee: \$ _____
<input type="checkbox"/> DVD Player (no charge)	(\$25 per 2 hour rental, \$42 per 4 hour rental or \$75 per full day rental)
<input type="checkbox"/> Wii Game System (no charge)	Other Fee(s): \$ _____
<input type="checkbox"/> Wireless Internet Access (no charge)	Total Cost: \$ _____
<input type="checkbox"/> Projector (no charge)	Damage Deposit received? Yes No
	Do you require an invoice? Yes No
	Do you require a receipt? Yes No

Use of the meeting room by a group or individual does not constitute endorsement by the Library Board of that group/individual's beliefs or policies. Promotional materials must not imply or suggest that the Library is endorsing the program and must contain the following disclaimer: *This program is not sponsored by the Perth East Public Library and the Library carries no responsibility for its content.*

The cost of repair or replacement of any item, due to loss or damage, shall be paid for by the applicant. An additional charge will be applied to the applicant if the facility requires extra cleaning at a cost of \$25 per hour per staff. I have read and agree to the terms outlined in the Perth East Public Library Room Rental Policy.