

Room Rental Application and Agreement

All organizations or persons renting the Perth East Public Library's Program Room agree to abide by the following:

- Perth East Public Library's *Room Rental Policy*,
- Perth East Public Library's *Code of Conduct Policy*

Organization			
Contact Name:			
Address:			
Phone Number:			
Email:			
Rental Time Requested	2 HR Rental or Less	<input type="radio"/>	\$25.00
	4 HR Rental	<input type="radio"/>	\$50.00
	Full Day Rental	<input type="radio"/>	\$75.00

Event Information		
Intended Use:		
Estimated Attendance:		
Rental Date(s) and Time	Date	Time

As part of the consideration for the Perth East Public Library renting the space to the named individual or organization, I, personally agree to indemnify and hold harmless, the Perth East Township, and the Perth East Public Library Board from and against all loss, claims, actions, damages, liabilities, costs and expenses, including legal fees, in connection with personal injury, damage to property or any other loss or injury while renting the program room.

I have read and agree to abide by Perth East Public Library's *Room Rental Policy(OP-09)* and Perth East Public Library's *Code of Conduct Policy (OP-11)*.

Signature of Rental Applicant

Date

To be filled in by Library:

Date of application		
Rental Payment Received	Yes	No
Proof of Insurance Provided	Yes	No
Walk through necessary?	Yes	No
After hours rental requested?	Yes	No
Additional Instructions		
CEO Approval		