

**MEETING ROOM RESERVATION FORM**

Date of Meeting:\_\_\_\_\_\_\_\_\_\_\_\_ Meeting Begins:\_\_\_\_\_\_\_\_\_\_ Meeting Concludes: \_\_\_\_\_\_\_\_\_\_

Name of Group:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Phone Number: ( )\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is Your Organization 501C3 certified?\_\_\_\_\_ If yes, attach a copy of the 501C3 certification.

Will a fee be charged to attend this event?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many guests do you expect?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe your room set-up requirements (advise number of tables/chairs needed and room arrangement:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Describe your food and beverage requirements:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Read carefully before signing:**

The City of Guthrie/Guthrie Public Library (Owner) agrees to rent and let the premises under the terms and conditions below.

* The Responsible Party shall be accountable for any and all damages sustained by the use of the premises during the period of rental.
* Owner is not responsible for lost or stolen items.
* Owner is not responsible for any accidents or injuries incurred on said premises.
* No intoxicating Beverage, Non-Intoxicating Alcoholic Beverages (such as 3.2 beer), Wine Coolers, or Mixed Beverage Coolers.
* Responsible party agrees to forfeit cleaning/key deposit if premises are not left in satisfactory condition based on the owner’s inspection.
* No loud noises.
* To be eligible to use the meeting room free of charge any individual, group or organization must be nonprofit. All others will be charged a $10.00 per hour.
* Pay a $100.00 refundable deposit.

The Responsible Party shall provide their own cleaning supplies (i.e. mop, broom, plastic garbage bags, dishcloths, cleaning fluids, etc.).

The Responsible Party agrees and understands that the building shall be cleaned with all tables and chairs returned to proper position, all trash bags will be placed in the dumpster provided outside said facility, all floors swept and spills mopped before leaving.

Inspections will be made before and after each use of the facility. The results of the final inspection will determine whether or not the cleaning deposit is returned.

We, the Responsible Party, hereby agree to defend and hold harmless in any course of action toward or against the City of Guthrie for any accident or injury sustained while on the premises associated with our/my use of the Guthrie Public Library Meeting Room.

The Responsible Party also understands misuse of the facilities, in addition to those indicated above, will result in the forfeit of future use of any municipal buildings. If the above rules are not followed, the owner can request the building be vacated.

**NOTE:** If no contact is made to the Executive Director within seven (7) working days from the date of rental, the deposit shall be forfeited. No deposits shall be carried over for any future event.

By completing and submitting this form to the Meeting Room Scheduler, I understand my reservation is not complete until I have received confirmation from the Guthrie Public Library, have accepted responsibility for any costs of room rental and, I have read/agreed to the Room Rental Policy.

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Date Signature