MEETING ROOM AGREEMENT

Name of Organization____________________________________________________________

Contact Person________________________________________ Title______________________

Complete Address________________________________________________________________

Phone H________________________________ W________________________________

Date(s) requested__ ___________________________________________ ________

Starting Time_______________________________________

Title/Purpose of Meeting_________________________________________________________

Expected Attendance_______________________________

The standard rental fee for all organizations for up to 4 hours is $25. The fee will be pro-rated for meetings lasting longer than 4 hours. Governmental organizations, educational bodies, Maplewood municipal boards and departments, and associated organizations, may use the room for no charge. See below for deposit requirements.

Will Refreshments be served? _____ Yes ($50 deposit is required) _____No  ●  Deposit Ret’d _____ (renter initials)

Will handicrafts be involved? _____ Yes ($50 deposit is required) _____No  ●  Deposit Ret’d _____ (renter initials)

Check is preferred for deposits. Credit card is acceptable but renter must present both credit card receipt and the card used to make the deposit for refund.

I have read the Maplewood Public Library Meeting Room policy and agree to comply with it.

Signature of responsible party___________________________________ Date________________

No reservation will be confirmed until this contract is signed and all applicable fees are paid.

By entering into this Contract, the renter agrees to release, hold harmless and indemnify the Maplewood Public Library and City of Maplewood and its officers, officials, employees, agents and volunteers from and against all claims, damages, losses and expenses, including, but not limited to, attorney’s fees, arising out of or resulting from the use of the premises by the renter’s organization or group; and further agrees to indemnify the Maplewood Public Library for any and all damages to the premises, equipment or furnishings of the Maplewood Public Library during the time of said contract.

Staff Use Only

Date & Staff Initials ______________________________

Payment Received ________________ Deposit Received (if required) ________________