

MAPLEWOOD PUBLIC LIBRARY  
7550 Lohmeyer Ave.  
Maplewood, MO 63143  
314-781-2174  
MEETING ROOM AGREEMENT

PLEASE PRINT

Name of Organization \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Complete Address \_\_\_\_\_

Phone H \_\_\_\_\_ W \_\_\_\_\_

Date(s) requested \_\_\_\_\_

Starting Time \_\_\_\_\_

Title/Purpose of Meeting \_\_\_\_\_

Expected Attendance \_\_\_\_\_

Will Refreshments be served/Will handicrafts be involved? \_\_\_\_ Yes (\$50 deposit is required) \_\_\_\_ No  
Deposit Ret'd \_\_\_\_ (renter initials)

*Check or cash only for deposits.*

**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 \_\_\_\_\_

Payment Received \_\_\_\_\_ (Staff initial)

Deposit Received (if required) \_\_\_\_\_ (Staff initial)

**Recurring events:**

**Date(s) requested** \_\_\_\_\_

**Starting Time** \_\_\_\_\_

**Title/Purpose of Meeting** \_\_\_\_\_

**Expected Attendance** \_\_\_\_\_

**Will Refreshments be served/Will handicrafts be involved?** \_\_\_\_ Yes (\$50 deposit is required) \_\_\_\_ No  
Deposit Ret'd \_\_\_\_ (renter initials)

*Check or cash only for deposits.*

Staff Use Only

Date \_\_\_\_\_

Payment Received \_\_\_\_\_ (Staff initial)

Deposit Received (if required) \_\_\_\_\_ (Staff initial)

**Date(s) requested** \_\_\_\_\_

**Starting Time** \_\_\_\_\_

**Title/Purpose of Meeting** \_\_\_\_\_

**Expected Attendance** \_\_\_\_\_

**Will Refreshments be served/Will handicrafts be involved?** \_\_\_\_ Yes (\$50 deposit is required) \_\_\_\_ No  
Deposit Ret'd \_\_\_\_ (renter initials)

*Check or cash only for deposits.*

Staff Use Only

Date \_\_\_\_\_

Payment Received \_\_\_\_\_ (Staff initial)

Deposit Received (if required) \_\_\_\_\_ (Staff initial)