MENTOR PUBLIC LIBRARY

USE OF LIBRARY FACILITIES RENTAL AGREEMENT

Name of Person or Organization: __________________________________________________

Describe the Organization: ______________________________________________________

Type of Organization:

_____ Non-Profit 501(C)3 (charitable)      _____ Non-Profit 501(C)3 (non-charitable)

_____ For Profit

Address: ___________________________ City: ______________________ Zip: ___________

Phone: (    ) ____________ Email: ________________________________________________

Representative reserving meeting room: __________________________________________

Contact Number: (    ) ____________ Mentor Public Library or Clevnet Card Number*:

____________________________________________________________________________

Description and type of meeting: ________________________________________________

Room reserved/requested: ______________________________________________________

Time and Date reserved: ______________________________________________________

Room Rate: ______________________ Amount Paid: _________________________________

Check ___  Cash ____  Credit Card ____  Damage Deposit (if any): ______________________

Received By: _________________________________________Date: ________________

I have read and understand the meeting room policy, its rules and procedures, as posted on the Library’s website, and I agree to abide by them and to be responsible for damages to Library equipment or facilities during scheduled use of the meeting room. I agree to indemnify and hold harmless the Mentor Public Library and/or its Trustees and staff, from and against any and all claims, demands, or actions that may be made or instituted against any of them arising out of the occupancy or use of the premises.

Signature: ____________________________________________________________________

Print name: _____________________________ Date: ________________

*If you do not have a Mentor Public Library or Clevnet card, please stop at the Circulation Desk on the 1st floor to obtain one. A library card in good standing is required by policy for room reservations.