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 Card Number (only)*:

_____________________________________

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 card, please stop at the Circulation Desk on the 1st floor to obtain one. A Mentor Public Library card in good standing is required by policy for room reservations.