



Lower Umpqua Library

Meeting Room Agreement

Date: _____

Name of Organization: _____

Contact Information:

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____

Email: _____

Alternate contact phone #: _____

Organization Requesting Facilities:

Private Non-Profit Federal, State & Local Government / City
Business Related

Start Date: _____ End Date: _____

Start Time: _____: _____ AM / PM End Time: _____: _____ AM / PM

Single Use

Recurring:

Daily Weekly

Monthly Annually

Quarterly

Sun. Mon. Tues.

Wed. Thurs. Fri. Sat.

Approved by: _____

Description of use: _____

Fees:

All groups will be charged a \$50 deposit, refundable if the room is left clean and undamaged.

\$30 (Up to 3 hours) for private or business use, plus \$50 deposit.

No charge for non-profit, non commercial schools, and government related groups.

The undersigned, either individually or as an authorized representative for the organization designated, agrees to abide and be bound by the statements set forth below.

Signature of party requesting facility or authorized representative

Date signed

I certify that I am the authorized representative of the above applicant, and that the above statements are true to the best of my knowledge, and that I and/or the organization I represent agree to bound by the procedures regarding use of the Lower Umpqua Library Meeting Room. I understand that violation of any of these procedures may jeopardize further use of the facility and/or result in termination of use. I and/or the organization I represent agree to indemnify, defend and hold harmless the Lower Umpqua Library District, its agents, officials and employees from and against any claims arising in and from the use of the premises by the applicant or the conduct of the applicant therein. I and/or the organization I represent further agree to assume responsibility for any physical damage to the facility, which is incurred as a result of activity or attendance at an event sponsored by the applicant.