

FAIRHOPE PUBLIC LIBRARY COMPUTER LAB CONTRACT

I, the undersigned, hereby apply for the use of the Computer Lab at the Fairhope Public Library and, in connection with said application, furnish the following:

1. Date requested _____ Hours: From _____ to _____ including room set up and break down time.

2. Name of Organization: _____ Phone(H) _____
Billing Address: _____ Phone (W) _____
City _____ Phone (Cell) _____
Contact Person and capacity/title _____ Email _____

3. Approximate number of persons expected: Adults _____ Minors _____
If a youth group, how many adult sponsors will be in attendance? _____
One adult per eight children is required.

4. Type of program or class: _____

5. Lab has 15 computer work stations each with a chair and one instructor's laptop with projection capability.
Additional Equipment Needed: Chairs (#- maximum of 10) _____ Dry Erase Board _____

6. Additional technical assistance required (Fees apply: see Fee Schedule):

Request for software installation: no: ___ yes: ___ name of software _____ # of copies to be installed: _____. Only licensed copies of software or freeware may be installed. All software becomes the property of Fairhope Public Library after installation. Software must be received two weeks prior to date of class.

7. Reservation will not be made until contract is signed and applicable fees are received by the Library.

I stipulate that I have read and understand all the rules and regulations for the use of the Computer Lab at the Fairhope Public Library. By signing this application, I agree that the facility will be used in conformity with these rules and regulations. I agree to accept total responsibility for any property damage to the Computer Lab and its contents and to see that groups have proper adult supervision. It is hereby also understood that Library activities have priority for the use of the Computer Lab.

Initial _____ Date: _____

FAIRHOPE PUBLIC LIBRARY COMPUTER LAB USAGE CANCELLATION POLICY

Fee must accompany the contract. Confirmation or reservation will be provided by the library within three business days. The library reserves the right to cancel the reservation. All cancellations and/or date changes must be in writing and signed by the same person who signed the application and must be submitted not less than seven days prior to the event. Cancellation fee refunds will be made by check and delivered by mail. Seven days of notice of cancellation is required for refund of fees.

Initial _____ Date: _____

INDEMNITY AND HOLD HARMLESS AGREEMENT

In consideration of the permission granted to me by the Fairhope Public Library to use Computer Lab of the Fairhope Public Library, I hereby indemnify and hold harmless the City of Fairhope, the Fairhope Public Library, the Library Board of Trustees, the Library Director and their agents, servants and employees from any and all claims and causes of action that may arise from injury to me or third parties using the facilities at the Fairhope Public Library who are injured and suffer property damage that is any way caused by my use of the Computer Lab of the Fairhope Public Library. This indemnity and hold harmless agreement is given to the Fairhope Public Library to protect the City of Fairhope, the Fairhope Public Library, the Library Director and their agents, servants and employees from the cost of defense and claims for injuries and damages that may be caused either directly or indirectly by my use of Computer Lab.

I affirm that I am authorized to bind this organization to this contract and hold harmless agreement.

Signature _____ Date: _____

Library Use Only Fees Paid\$ _____ Check No. _____ Date: _____ Initials _____