

FAIRHOPE PUBLIC LIBRARY MEETING ROOM CONTRACT

I, the undersigned, hereby apply for the use of the Giddens Conference Center and/or Board Room, and/or Youth Activity Room at the Fairhope Public Library and , in connection with said application, furnish the following:

- 1. I wish to use the: ___Giddens Conference Center___Board Room___Youth Activity Room.
- 2. Date requested_____Hours: From_____to_____ including room set up and break down time.
- 3. Name of Organization:_____Phone(H)_____

Billing Address:_____Phone (W)_____

City_____Phone(Cell)_____

Contact Person and capacity/title_____Email address_____
- 4. 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.
- 5. Type of activity_____
- 6. Equipment Needed: Tables (#)_____Chairs(#)_____Podium(Giddens and Activity Room only)___VCR/DVD(Giddens and Activity Room only)Laptop_____Projector Screen_____ Additional technical assistance required (Fees apply: see fee schedule)_____
- 7. I will be serving food and beverages: Yes___No___(Fees apply: see fee schedule)
- 8. Reservation will not be made until contract is signed and fees due are received by the Library.

I stipulate that I have read and understand all the rules and regulations for the use of the Giddens Conference Center, and/or the Board room, and/or the Youth Activity Room 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 meeting room 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 stated meeting rooms.

Initial_____Date:_____

FAIRHOPE PUBLIC LIBRARY MEETING ROOM 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 cancelation 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 the Giddens Conference Center, and/or the Board room, and/or the Youth Activity Room 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 Giddens Conference Center, and/or the Board room, and/or the Youth Activity Room 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 the Giddens Conference Center, and/or the Board room, and/or the Youth Activity Room.

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:_____