



MEETING ROOM CONTRACT

APPLICATION FOR USE OF FAIRHOPE PUBLIC LIBRARY MEETING ROOMS

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

1. We wish to use: _____ Giddens Conference Center _____ Board Room
2. Date requested: _____ Hours: From _____ to _____
3. Name of organization: _____ Phone _____
Billing Address: _____
City: _____ State: _____ Zip: _____
4. Contact Person: _____ Phone: _____
Email: _____
5. Approximate number of persons expected (Adults & Minors) _____
If a youth group, how many adult sponsors will be in attendance? _____
(One adult per 8 children is required)
6. Type of activity: _____
7. Equipment Needed: Tables (#) _____ Chairs (#) _____ Podium _____ DVD Player (not available for Board Room): _____ Laptop _____ Projector Screen _____
8. Use of Food/Drinks: Yes _____ No _____ (see applicable fees)

We further stipulate that we have read and understand all the rules and regulations for the use of the Giddens Conference Center and/or Board Room at the Fairhope Public Library. By signing this application, we agree that the facility will be used in conformity with these rules and regulations. We agree to accept 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.

Signature: _____ Date: _____

FAIRHOPE PUBLIC LIBRARY MEETING ROOM USAGE CANCELLATION POLICY

Payment for use of the facility will be made at least seven days prior to the event. If the fee is not received by this time, the Library reserves the right to cancel the affair. Any and 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. Fee refunds will be made by check and delivered by mail.

Signature: _____ 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 Board Room of the Fairhope Public Library, I hereby indemnify and hold harmless the City of Fairhope, the Fairhope Public Library, the Library board, 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 or suffer property damage that is in any way caused by my use of the Giddens Conference Center and/or Board 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 board, Library director and their agents, servants and employees from 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 Board Room.

Person or Company giving Indemnity: _____ Date: _____

Fees paid: \$ _____ Date: _____