

RENTAL AGREEMENT FOR AFTER-HOURS MEETING SPACE

Name of Organization and/or Event *(Please type or print)*

Date of Event

Time Space Needed
(Includes set up, event, clean up)

Time of Event

Will alcohol be served? Yes No

All rooms listed are included in rental. Please check room(s) you would be using for rental:

	CENTRAL GALLERY	\$2000.00	No. of Hours: 6
	BETSY R. PEPPER GRAND HALL OF KNOWLEDGE	Included in Fee	
	TANDY LECTURE HALL	Included in Fee	
	CHAPPELL MEETING ROOM	Included in Fee	

I do hereby state that I have read and understand all the Fort Worth Library After-Hours Rental Policies and fees that govern the use of the above designated Library space. I further understand that I and/or our organization are responsible for any cleaning required and any damages incurred as a result of this event.

The applicant, group, or organization shall indemnify, defend, and hold harmless the Fort Worth Public Library and the City of Fort Worth, its officers, agents, and employees from and against any and all claims, suits, and actions of any kind, arising, resulting, and accruing from or relating to personal injuries or property damage arising from the applicant, group, or organization's use of the Library's facilities.

Representative's Name *(Please print)*

Phone

Email

Mailing Address

City, State

ZIP

Signature of Representative

Date Signed

To confirm your reservation, the Library must approve your requested date at least **60 days in advance of the event** and receive the signed Rental Agreement. A deposit of \$300 must be provided at the time of booking in order to hold the space and date. If you have questions about rental policies, or to request your rental, contact the Room Rental Coordinator at 817-392-7705.

PAYMENT:

Credit/debit cards are not accepted. Make checks or money orders payable to: ***The Fort Worth Library***

Please mail or hand deliver payment and the signed Rental Agreement to:

FORT WORTH LIBRARY

Mailing Address: 500 W. 3rd St., Fort Worth, TX 76102
Phone: 817-392-7705
Fax: 817-392-7734
Attention: Administration, Room Rental Coordinator

More information available online at: www.fortworthlibrary.org

FOR LIBRARY USE ONLY:

ITEM	DATE RECEIVED	TYPE	STAFF
Room Rental Agreement			
Room Rental Deposit			
General Liability Policy			
Liquor Liability Policy/Endorsement			
Written Proof of Security Arrangements			

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