



MEETING ROOM RESERVATION & RENTAL AGREEMENT FORM - CENTRAL LIBRARY

Primary Contact

Organization *(If applicable)*

Date of Rental

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

Estimated Attendance

Phone Number

Email Address

Mailing Address

Title of Program/Purpose

AVAILABLE ROOMS, CAPACITIES AND RATES

Rooms may be reserved up to 90 days in advance. Non-profit organizations must provide current 501(c)(3) documentation in advance to receive discounted rate. Fractional hours will be billed as full hours.

ROOM	SEATING CAPACITY	REGULAR RATE	NON-PROFIT RATE	HOURS NEEDED	TOTAL FEE (\$)
Chappell Meeting Room	50-75	\$35/hour	\$15/hour		
Tandy Lecture Hall	120	\$60/hour	\$40/hour		
Intel Computer Lab <i>(4 hours)</i>	25	\$300/4 hours	\$200/4 hours		
Intel Computer Lab <i>(8 hours)</i>	25	\$500/8 hours	\$400/8 hours		

SET UP & EQUIPMENT NEEDS

Tables, chairs and other equipment are available on a limited basis. The Library does *not* set up tables or chairs. Using the Library's audio/visual equipment requires prior approval. List your room needs and the Coordinator will confirm availability.

Tables *(Approximate total)*

Chairs/Seating

Sound *(Includes microphone, overhead music, etc.)*

Internet Access

Other *(If not listed)*

Visual *(Includes projector, DVD player, etc.)*

If you need Internet Access, do you have a current Fort Worth Library card?

Have you already viewed the room you want to rent?

If not, would you like to schedule a site visit?

PAYMENT & ADDITIONAL INFORMATION

The Library must approve your requested date at least **72 hours in advance of the event**. Reservations made on a first come, first served basis. Reservations not final until confirmed; full payment and signed Rental Agreement required. *Note: returned checks charged \$25.00 and room damages charged actual cost, or \$50.00 minimum fee.* Credit/debit cards are not accepted. Cash, checks or money orders accepted. Make payable to: **The Fort Worth Library**

AGREEMENT

I, the undersigned, representing the organization listed above, do hereby state that I understand and agree to the meeting room policies and charges that govern the use of the requested room of the Fort Worth Library. I understand that the organization I represent is responsible for any and all damages done, cleaning required to the room and/or any equipment used during the meeting. I understand that this reservation is not guaranteed until confirmed by the hosting library. I am submitting payment equal to the estimated fee in the amount of \$ _____.

Signature

Date

Office Use Only	Staff:	Payment Method:	Date Received:	Confirmation Sent:
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Send payment & form to the Central Library Room Rental Coordinator

Address: 500 W. 3rd St., Fort Worth, TX 76102 | Phone: 817-392-7705 | Fax: 817-392-7734 | www.fortworthlibrary.org