



Fort Worth Library

A Service of the City of Fort Worth

FORT WORTH PUBLIC LIBRARY MEETING ROOM RESERVATION AND USAGE AGREEMENT

Meeting rooms are available for rental at Central, Diamond Hill/Jarvis, East Regional, Ella Mae Shamblee, Southwest Regional and Summerglenn library locations. The rooms may be reserved up to 90 days in advance. Complete the following form and return to the Fort Worth Public Library location you wish to rent with payment.

Organization: _____ **Address:** _____

Estimated Attendance: _____ **Phone Number:** _____

Hosting Library & Requested Room: _____

Requested Date: _____ **Times (from – to):** _____

Room Capacity (see Office Use section): _____

I, the undersigned, representing the organization listed above do hereby state that I understand and agree to the Fort Worth Public Library meeting room policies and charges that govern the use of the requested room. I understand that the organization I represent is responsible for any and all damages or cleaning required to both the room and any equipment used during our meeting. I am submitting a deposit of \$ _____ which equals the estimated rental for this reservation. I understand that this reservation is not guaranteed until confirmed by the hosting library.

Signature: _____ Printed Name: _____

Phone number: _____ Email address: _____

HOURLY CHARGES – fractional hours billed as full hours.

Make checks/money orders payable to the Fort Worth Public Library

Facility Profit Group Non-profit Group* Estimated Rental

Branch/Regional Library Rooms \$35.00 \$15.00 _____

Central Library

Chappell Meeting Room \$35.00 \$15.00 _____

Tandy Lecture Hall \$60.00 \$40.00 _____

Intel lab \$300.00 (4 hrs.) \$200.00 (4 hrs.) _____

\$500.00 (8 hrs.) \$400.00 (8 hrs.) _____

Additional Charges

After-hours housekeeping and Maintenance \$10.00 _____

Room usage when library is closed (up to one hour before/after hours) \$25.00 _____

Returned check \$25.00

Room damages Actual costs -- \$50.00 minimum

TOTAL: _____

* Approval for non-profit group rates will be granted upon review of proper documentation.

RESERVATIONS ARE NOT FINAL UNTIL CONFIRMED BY THE HOSTING LIBRARY.

FOR OFFICE USE ONLY

Employee's Name _____ Date/time Approved: _____

Funds/Account Center _____ Method of Payment _____

Room Capacities: **Central:** Chappel Meeting Rm – 75, Tandy Lecture Hall – 120, Intel Lab – 25;

Diamond Hill/Jarvis – 50; **East Regional:** Meeting Rm – 100, Conference Rm – 10; **Ella Mae Shamblee:** Meeting Rm – 100,

Conference Rm – 10; **Southwest Regional** – 90, **Summerglenn** – 60 Rev: Aug 2007