

## Branch Library Meeting Room Reservation and Usage Agreement

Updated October 2010

Organization:					
Individual completing form:					
Address:					
Phone Number:		email:			
Room requested:				Est. attendance:	
Meeting date:			Start time:		End time:
No. of tables needed:		No. of chairs needed:		Microphone needed?	

### Locations, Capacities and Rates

Following are the available branch library meeting rooms and their respective room capacities:

Southwest Regional: 90	East Regional meet. room: 100	Ella Mae Shamblee meet. room: 100
Summertown: 60	East Regional conf. room: 10	Ella Mae Shamblee conf. room: 10
Diamond Hill/Jarvis: 50	Northwest: 80	

For all rooms, the rate for non-profit groups is **\$15 per hour**, and for all other groups, **\$35 hourly**. Approval for the non-profit rate requires proper documentation. Fractional hours will be billed as full hours. Meetings cannot begin or end outside of library operating hours.

Please make check or money order payable to **The Fort Worth Library**. Fee for returned check: \$25.00. Fee for room damages is actual cost, minimum \$50.00. Renters are not permitted to use meeting rooms to sell any products or services, present any information that may lead to such sales at a later time, or raise funds, except for the Library.

**After-hours usage:** The only branch library offering rooms for after-hours meetings is Shamblee. For all groups, the rate for these rooms is \$80 per hour. Renters also must provide their own security. For more information on after-hours meetings at Shamblee, please call 817-392-5580.

**Agreement:** I, the undersigned, representing the organization listed above, do hereby state that I understand and agree to 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 or cleaning required to both the room and any equipment used during out meeting. I understand that this reservation is not guaranteed until confirmed by the hosting library. I am submitting a deposit equal to the estimated fee in the amount of \$ \_\_\_\_\_.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit this form along with your check to the branch library where you wish to meet. Rooms may be reserved up to 90 days in advance. **Reservations are not final until confirmed by the hosting library.**

### FOR OFFICE USE ONLY

Staff Initials: \_\_\_\_\_ Payment method: \_\_\_\_\_ Date: \_\_\_\_\_

