

CENTRAL LIBRARY MEETING ROOM RESERVATION & RENTAL AGREEMENT FORM

First Name	Last Name	Organization <i>(If applicable)</i>
Date of Rental	Time Space Needed <i>(Includes set up, event, clean up)</i>	Estimated Attendance
Phone Number	Email Address	Mailing Address

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 (4 hours)	25	\$300/4 hours	\$200/4 hours		
Intel Computer Lab (8 hours)	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 <i>(Approximate total)</i>	Chairs/Seating	Sound <i>(Includes microphone, overhead music, etc.)</i>
Internet Access	Other <i>(If not listed)</i>	Visual <i>(Includes projector, DVD player, etc.)</i>

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?
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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	
<i>Office Use Only</i>	Staff:	Payment Method:	Date Received:	Confirmation Sent:

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