



Public Room Reservation Form Allegheny Highlands Regional Library (AHRL)

Room Reserved: Community Room Board Room Computer Learning Lab

Note: No reservation is confirmed until this form has been returned to the Library, properly completed, and is approved and signed by the Library Director.

Name (Individual, Group, or Organization)

Purpose and Nature of Organization:

Government

Charitable

Cultural

Educational

_____Other (Please Specify) _____

Reason for Meeting: _____

Date(s) of Meeting/Event: _____ Starting Time: _____

Length of Meeting: _____ Estimated Attendance: _____

Will food or drinks be served: No Yes

Individuals, groups or organizations that operate on a "for profit" basis, charge a fee for services provided in a public meeting room, or charge admission to an event in a public meeting room will be charged a user fee of \$25 per hour for use of the Community Room and Computer Learning Lab, with a minimum charge of \$25, and \$10 per hour for use of the Board Room, with a minimum fee of \$10.

Total Fees to be Charged: No Fee _____ Fee of \$ _____

Deposit of \$ _____ toward fee of _____ \$ per hour

Person responsible for Room: (please print) _____

(Must be present fifteen minutes before scheduled start.)

Address: _____

Telephone Number: _____

Use of the following multimedia equipment is requested:

_____ DVD player _____ Display screen _____ Document Camera (CLL only)

The undersigned acknowledges that they have read and received a copy of the Allegheny Highlands Regional Library Policy on Public Use of Library Space and agrees, personally if acting as an individual, otherwise on behalf of the group or organization requesting use, to adhere to all provisions of the A Policy on Public Use of Public Space.

I understand that if food or drinks are served, they must be consumed in the public meeting room and are not permitted in any other portion of the Library. I also understand that no food or drinks are permitted on or around the multimedia lectern or multimedia presentation equipment at any time.

The undersigned understands that they are responsible for restoring any space used, including bathrooms, to its original state immediately following the end of its use.

Additionally, the undersigned agrees, personally if acting as an individual, otherwise on behalf of the group or organization requesting use, to be responsible for reimbursement to the Library for any damage sustained to Library property and/or equipment during any use of Library premises and any cleaning costs incurred by the Library resulting from the use of the public meeting room.

The Library assumes no responsibility for any personal items or equipment used or left in the public meeting rooms before, during or after the meeting, whether left by the authorized user or by anyone who attends the meeting.

As a condition of use, any user of public meeting rooms in the Library shall agree to hold the Library harmless from any liability for any act or omission relating to use of the public meeting rooms or any condition existing on the premises at the time of such use.

Printed name of person accepting responsibility for the room: _____

Signature of person accepting responsibility for the room: _____

Date: _____

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For Staff Use Only

Reservation Confirmed: _____ Reservation Denied: _____

Signature of Library Director: _____ Date: _____

Total Fees Paid: _____ Date Paid: _____