

Community Room Use Agreement

Date of Application: _____

Paw Paw District Library
609 W Michigan Ave
Paw Paw, MI 49079
269.657.3800
www.pawpaw.lib.mi.us

Applicant Name: _____
Name of Applicant Organization: _____
Address: _____ City: _____ State: _____ Zip: _____
Contact Phone: (Business) _____ (Home) _____ (Cell) _____
Contact E-Mail Address: _____
Use Purpose: _____
Non-profit For Profit Social Event Other: _____

Requested Date (no more than 4 months in advance): _____
Time: _____ am/pm until _____ am/pm

Total Estimated Attendance: _____
Requested Room:
 South (91 persons) North (119 persons) Both (210 persons)

Room Set-up Requested:
Tables _____
Chairs _____
Screen, Podium, and/or AV Cart (applicant must supply own laptop and cables) Y N

Total Deposit Due*: _____ Received _____ Returned _____
Total Fees Due*: _____ Received _____

*Deposit/Fee Worksheet on Back

The Applicant Agrees:

1. That it has received a copy of the Community Room Use Policies adopted by the Paw Paw District Library and that the policies have been read and understood and are made a part of this agreement. (Initials) _____
2. That the Community Room shall be returned to the condition it was at the time of occupancy, up to and including, cleaning tables and chairs, emptying garbage, and returning tables/chairs to original locations. (Initials) _____
3. To be held jointly or severally responsible for any damage to the facility, equipment or furnishings. A certificate of insurance, if required, is to be submitted at the time of deposit. (Initials) _____
4. To indemnify and save harmless the Paw Paw District Library, its officers, board, and staff from any and all claims, demands, cost, loss, damage, expense, attorney fees and liability arising out of the Applicant's use of the Library facilities. (Initials) _____

Applicant Representative Signature: _____

Library Director or Designee Approval: _____

Deposit and Fees Worksheet

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Deposit:

Food and/or Beverage	\$200
Out of District Applicant	\$100
Outside of Library Hours	\$100
Total Deposit	\$ _____

Fees:

For Profit Use	\$50	plus \$25 x _____	hours = \$ _____
Out of District Applicant	\$50	plus \$25 x _____	hours = \$ _____
Outside Library Hours	\$50	plus \$25 x _____	hours = \$ _____
Social Event	\$50	plus \$25 x _____	hours = \$ _____
Total Fees	\$ _____		