

Program 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: _____

Circle if: For Profit (fee) Social Event (fee)

Requested Date (no more than 3 months in advance): _____

Arrival Time: _____ am/pm Departure Time _____ am/pm (Includes set-up and clean-up times)

Total Estimated Attendance: _____

Requested Room: South North Both (100 persons maximum)

Applicant must supply own laptop and cables (VGA or HDMI) to use Projector.

Applicant Signature and Time of Arrival _____

Applicant Signature and Time of Departure _____

Deposit Due*: _____ (For Food and/or Beverage)

Total Fees Due*: _____

*Deposit/Fee Details & Worksheet on Back

The Applicant Agrees:

1. That they have received a copy of the Program 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 Program 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 Signature: _____

Library Director or Designee Approval: _____

Deposit and Fees Worksheet

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Deposit: Food and/or Beverage \$200

Fees:

For Profit Use	\$250 x _____ hours = \$ _____
Outside Library Hours	\$50 x _____ hours = \$ _____
Social Event	\$50 x _____ hours = \$ _____

Total Fees \$ _____