



Bessemer Public Library

APPLICATION FOR USE OF MEETING OR CONFERENCE ROOM

DATE(S) AND HOURS REQUESTED: For each dated requested, give day, date, beginning time and ending time. Include time for room set-up and breakdown. **Application form and fee(s) must be submitted at least ten (10) days prior to date requested. Payments must be received at the time reservations are being made.**

Meeting Dates:

Hours:

Room Desired (please circle):

_____	From: a.m./p.m. To: a.m./p.m.	<u>Marvel City / Auditorium</u>
_____	From: a.m./p.m. To: a.m./p.m.	<u>Marvel City / Auditorium</u>
_____	From: a.m./p.m. To: a.m./p.m.	<u>Marvel City / Auditorium</u>

INFORMATION ABOUT THE PERSON COMPLETING THE APPLICATION:

Name _____ Contact Number _____
 Address _____ City _____ State _____ Zip _____

INFORMATION ABOUT THE INDIVIDUAL OR GROUP HOLDING THE MEETING:

Organization or Group Name: _____
 Address _____ City _____ State _____ Zip _____
 Name of Chief Officer _____ Title _____ Phone No. _____
 Address. _____ City _____ State _____ Zip. _____
 Brief History of the Group or Organization: _____

This group is (please select one):

Commercial - A meeting is considered commercial if: (i) any charges or fees are required in order to attend this meeting; (ii) goods or services are sold at or offered for sale at the meeting; or (iii) the meeting promotes a commercial enterprise.

Social Event - parties, receptions and ceremonies

Non-Commercial - A meeting is non-commercial if the group is an IRS recognized non-profit entity, is a civic or educational group with meetings and present or future goods or services are not sold at or offered for sale at the meeting.

Purpose of this Meeting: _____

Expected Attendance _____ **Seating may not exceed room capacity.**

Will refreshments be served? Yes _____ No _____

Is meeting open to general public? Yes _____ No _____

USER AGREEMENT CONTRACT

I, _____, hereby certify that I have been provided a copy of Bessemer Public Library Meeting Room Policy and I agree to comply with the provisions therein. I further certify that I am the authorized officer, agent, or employee of the Organization seeking to rent this facility. By signing this Contract, I bind the organization, and also agree that I will be held personally liable for any damages occurring during the use of the room by the group or organization.

I, _____, hereby enter into this contract with The Bessemer Public Library for the use of the Meeting/Conference Room having fully read and understand all rules and regulations governing the use of the facility. I understand that I have reserved the use of the Meeting/ Conference Room for date/time _____ I understand that my group/ organization's reservation is not final until:

- The Library approves the application
- The Library receives fee of the rental for the reserved room

On behalf of the group, I wish to reserve the _____. I will assume full responsibility for the use of this audio/visual equipment owned by The Bessemer Public Library.

I further understand that all fees are non-refundable. Also, I understand that I will be held financially responsible (and will forfeit any Security Deposit paid to The Library) for any damages made to facilities, appliances, furniture, and equipment including cost of repairing any damages made to furnishings caused by the use of pens, paints, crayons, dyes, markers or other materials.

I further understand that I will be held responsible for the behavior of the group/organization's membership and its guests. I understand that The Board of Trustees of The Bessemer Public Library may cancel our use of the facility if my group or I do not comply with the user agreement, and the Guidelines for Meeting/Conference Room use listed on this agreement, or for any good cause at the sole discretion of the Bessemer Public Library Director.

Signature

Date

Library Card # or Driver's License #