**Princeton Public Library**

**Meeting Room Rental Agreement**

In order to ensure that your reservation is held, this form must be completed, signed, and submitted no later than 1 week prior to the date of the rental in question. Rental fees must be paid in full (**Cash or Certified Check only**) prior to accessing any meeting room.

The undersigned assumes responsibility of abiding by all library regulations for the use of facilities and equipment being rented and agrees to adhere to this agreement and to any other requirements made by the Princeton Public Library at the signing of this contract for the rental and use of its facilities and the equipment therein.

Each room rented (including furnishings and equipment therein) becomes the responsibility of the undersigned, or his/her proxy, for the duration of the time during which the facility is occupied by the party for which the room is rented. Thereby the undersigned, or his/her proxy, agrees to pay for any damages to the library property that may result during the occupation of the room being rented.

|  |  |  |  |
| --- | --- | --- | --- |
| **Small Conference Room** | Conference Phone Available | Half Day | $25 |  |
|  |  |
| Occupancy : 6­10 | Blu­Ray Player and Projector with Screen | Full Day | $50 |  |
|  | Available |  |  |
|  |  |  |  |
| **Woodlyn T. Kendrick Meeting Room** | Blu­Ray Player and Projector with Screen | Half Day | $50 |  |
| Occupancy : 10­50 | Available | Full Day | $75 |  |
|  |  |  |  |

**General Guidelines for Meeting Room Rental**

* Renters may be required to turn off lights and lock doors upon leaving the facility.
* Princeton Public Library will set up tables and chairs to the specifications of the renter at no extra charge, provided that **at least** a three day notice is given.
* Alcohol, tobacco, and all other illicit substances are not permitted on Library property.
* Noise should be kept to a minimum. Loud music and bands are prohibited.
* Use of food or drink must be approved at time of reservation. Renters must adhere to any specifications regarding the storage, consumption, or types of food and drink allowed in the facility, as dictated by the Library’s **Food and Drink Policy**.
* Profanity, horseplay, and all other behaviors deemed unacceptable on library property are not tolerated. All persons on library property, including patrons, renters, or participants in any event, will be likewise held to the PPL **Code of Patron Behavior** while on the premises.

**Rental Fee Waivers**

Renters may apply for a **Rental Fee Waiver** for events and that promote educational, cultural, intellectual, or charitable activities that are inclusive, open to the public, or otherwise benefit the community in some way. Princeton Public Library reserves the right to deny any request for waived rental fees. In the event that the Rental Fee is waived, renters are still obligated to pay any and all **Maintenance Fees** or **Service Fees** (see below) that may result from their meeting room occupancy.

**Additional Fees**

The undersigned is responsible for cleaning the rented area and for restoring it to the condition in which it was found. Library staff will provide access to cleaning supplies and equipment upon request. Failure to comply with the cleaning agreement will result in a **$25.00 Maintenance Fee** for each hour spent cleaning by library staff.

Meeting rooms must be vacated on time and absolutely no later than 10 minutes before the library closes. There are absolutely no exceptions to this policy. Any renter whose occupancy interferes with another scheduled event or the library staff’s ability to close on time will be charged a **$25.00 Service Fee**.

Any fees assessed after the conclusion of the rental period will be invoiced to the undersigned party.

**Princeton Public Library | Meeting Room Rental Application**

**Room Requested**

\_\_\_\_\_\_\_ Small Conference Room ($25 for half day, $50 for full day)

\_\_\_\_\_\_\_ Woodlyn T. Kendrick Meeting Room ($50 for half day, $75 for full day)

**Date(s) and Time Requested**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Specify Setup and Technology Needs**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Information About Your Event (include number of people expected, purpose of event, etc.)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Primary Contact Person’s Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Organization Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone** ( ) \_\_\_\_\_\_\_ ­ \_\_\_\_\_\_\_\_\_\_\_\_ **E­mail** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I wish to apply for a Rental Fee Waiver. I acknowledge that I am still responsible for any Maintenance or Service Fees that may result from my meeting room occupancy.

**If applying for a Rental Fee Waiver, please explain your proposed event in more detail, including any educational, cultural, intellectual, or charitable interests your event may promote.**

|  |  |
| --- | --- |
| Signature of Renter | Date |
|  |  |
| **Amount Due: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Receipt #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Driver’s License #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Paid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Library Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |