

Meeting Rooms User Agreement Contract

The person signing this contract will be held personally responsible for any damages occurring during the use of the room by the group or organization.

I, _____, hereby enter into this contract with the Birmingham Public Library for the use of the auditorium/conference room located at _____ having fully read and understood all rules and regulations governing the use of the facility. I understand that I have reserved the use of the auditorium/conference room for date/time. I understand that my group's/organization's reservation is not final until:

- The Library approves the application
- The Library receives fee of the rental for the reserved room
- The Library provides applicants with a receipt, that must be presented in order to gain access to room

I further understand that **all fees are non-refundable**. Also, I understand that I will be held financially responsible for any damages made to facilities, appliances, furniture, and equipment including cost of repairing any damage to Library 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's/organization's membership and its guests. I understand that the Board of Trustees may cancel our use of the facility if I or my group does not comply with the user agreement and the **Guidelines for Meeting Rooms Use**.

*Signature

*Date

Email

*Telephone

*Library Card #

*Driver's License # or

****required information***

*Non-Driver's ID #

Approved 3/20/2000

Rev. 06/29/2010—Effective 07/01/2010

Please print this form, fill it out, and mail it along with your application and payment to the appropriate library.