

**Meeting Room Application for Use and Fees**

Date(s) of event: \_\_\_\_\_

Fees are paid: \_\_\_\_\_

Staff initials: \_\_\_\_\_

Library meeting room or The Center (circle one)

**Available:** Mon-Weds 8 a.m. – 8 p.m., Thurs – Fri 8 a.m. to 6 p.m. Sat. – Sun 1-5 p.m.

**Capacity:** Each facility holds 110 chairs; or approximately 10 tables with 60-80 chairs (The Center does not have water or kitchen facilities.)

Today's date \_\_\_\_\_ Meeting dates and times \_\_\_\_\_

Organization \_\_\_\_\_ Person Responsible (18 or older) \_\_\_\_\_

Phone \_\_\_\_\_ Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

**ONLY CLEAR BEVERAGES ARE ALLOWED in carpeted rooms.**

\*Alcoholic Beverages, Illegal Drugs and/or Gambling prohibited in any area.

**Fee Schedule**

All fees are *non-refundable* (unless cancellation is due to library conflict) and are due upon reservation of the room. Circle appropriate fees.

- Free presentations, free local meetings or free/open public event **No/Chg**
- Large kitchen (warming only, no meal preparation) **\$10**
- Laptop computer, projection, sound or equipment\*\*\* **\$15**
- *Private* meetings, social functions (hourly fee for all open hours room is occupied for set up, the event and cleanup time.) **\$15 per hour**
- Any use for which attendees are assessed registration fees or charges assessed other than a nominal amount to defray the cost of materials for supplies **20% of profits or \$50 per day/per vendor**
- For profit use, those soliciting the sale of goods or services **20% of profits or \$50 per day/per vendor**
- \*Table cloth rental may be available with prior approval. **Cost is \$4 each if self-laundering, \$8 each if WCL launders. \$ \_\_\_\_\_**
- Pot of Coffee, \$5 each with prior approval due to staffing levels. **\$ \_\_\_\_\_**
- \*Use by agencies or individuals NOT residing within WCL District (including Pullman) may be subject to additional rates or fees. **\$ \_\_\_\_\_**
- Room cancellation fee if notified less than 24 hours prior to event. **\$25**

\*Administrative approval and customer attention is required for the following:

\* Requests for use of meeting facilities outside of regular library hours, events scheduled more than two months in advance, the use of tablecloths or use by non-library district agencies and individuals must be approved by the library director or appointee.

\* Requests for events that require an alcohol or gambling permit must be approved by the library director or appointee. Proof of Insurance for the event may be required.

\* Any request for use of computer, projection or electronic equipment must be approved by the technology staff at least one week prior to the event. Users may be required to attend a training session in order to utilize this equipment.

\* The library often publicizes public meetings and for-profit uses in its news releases, calendars, or other venues as time allows. If you do NOT want the library to publicize your public event, please notify library personnel.

\* The library does NOT purchase or guarantee any type of advertising so tenants of the room should market their own events and services.

**AGREEMENT:** I have read and understand the rules and regulations for using Whitman County Rural Library District's meeting room and will take full responsibility to abide by those rules and regulations. I do hereby understand that I am responsible for the supervision and control of any group or individuals while using Whitman County Rural Library District meeting room to ensure their safety, prevent injury and/or damage to the equipment, property or grounds of the center. The applicant is at least 18 years of age, has authority to make this application and agrees to comply with all facility rules and regulations, and assume liability for any and all damages that are due to the negligence of the applicant.

I also understand that I am responsible for **ALL SET UP and leaving the room in the same condition** as when I assumed possession. I am responsible for protecting all areas of the meeting room and all of its contents. Should any items be stolen, damaged, broken or a cleaning fee assessed, I assume liability for these costs.

**Indemnification / Hold Harmless**

User shall indemnify and hold harmless Whitman County Rural Library District, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of use of Premises or from any activity, work or thing done, permitted, or suffered by User in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of Whitman County Rural Library District.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

(Must be same person responsible and listing information above.)

Director or technical staff approval (\*when applicable) \_\_\_\_\_

