



**FRANKFORT PUBLIC LIBRARY DISTRICT
MEETING ROOM APPLICATION AND AGREEMENT**

Date: _____

As _____ of _____
(Officer or Authorized Representative) (Organization)

I request permission to use the meeting room of the Frankfort Public Library on the date below, at the time indicated:

Date(s) of Meeting _____ Day _____ Time From: _____ To: _____

Date(s) of Meeting _____ Day _____ Time From: _____ To: _____

Purpose of the Meeting

Name of Organization _____

Address _____ City _____ Zip _____

Name of Officer or Authorized Representative _____

Address _____ City _____ Zip _____

Library Card No. _____

Home Phone _____ Cell Phone _____

EMAIL: _____

FEE SCHEDULE:

Not-for Profit/Education/Government - In District	No Fee
Not-for Profit/Education/Government - Out of District	\$50.00
For Profit Organization - In District	\$100.00
For Profit Organization - Out of District	\$200.00
There is an additional \$25 fee for all organizations if there will be food of any kind.	

I understand that this payment is required **72 hours** prior to meeting time. Until the reservation fee is received by the Library, the reservation is not guaranteed.

I understand the meeting room must be cleaned and vacated by 15 minutes prior to closing.

I understand that the capacity of one meeting room is 50 people. The combined meeting rooms (A & B) will hold 100. I expect an attendance number of ____ for this meeting.

I understand that the following furniture will be available for our usage and it is my responsibility to set-up /break down furniture:

5 Tables (Per Side of Room)

50 Chairs (Per Side of Room)

I hereby acknowledge that I have reviewed and understand the Frankfort Public Library policies, rules and regulations governing the use of the meeting rooms. I, individually and on behalf of _____, agree to abide by all policies, rules and

(Organization)

regulations regarding our use of the rooms. Further, I understand that all parties in attendance is subject to all other Library rules, regulations, and policies, including, but not limited to, the Patron Behavior Policy and Unattended Children Policy.

I, individually, and on behalf of _____ do hereby agree

(Organization)

to indemnify and hold harmless the Frankfort Public Library, as well as their respective officials, officers, Trustees, employees, servants and agents, from any and all claims, demands, causes of action and any and all other expense, including attorney's fees, should any be incurred arising from or during the course of our use of the room pursuant to this application.

I shall also be responsible for any and all damage caused to the Library building, the premises, and Library equipment and other personal property, whether said damage is negligently or willfully caused as a result of our use of the meeting room.

I agree to be present at the meeting.

REPRESENTATIVE SIGNATURE _____

DATE _____



Application received in Business Office on _____ by _____

Application _____ approved _____ not approved Date _____

Signature of Staff Member : _____

Notification _____ phone _____ email _____ mail date _____ by _____