

**USER AGREEMENT CONTRACT  
FOR THE USE OF MEETING ROOM FACILITIES  
HOMEWOOD PUBLIC LIBRARY**

I, \_\_\_\_\_, hereby enter into this contract with the Homewood Public Library for the use of an auditorium / meeting room. I have fully read and understood all rules and regulations governing the use of the facility. I understand that I have reserved an auditorium/meeting room for (date/time) \_\_\_\_\_.

I understand that my group/organization's reservation is not final until:

- **the Library approves the Application**
- **the Library receives all applicable fees and / or deposits**

I further understand that I will forfeit any Security Deposit paid to the Library if the facility is found to be in unsatisfactory condition after use. And, I further understand that I will be held financially responsible for the following:

- any additional cost, above the Security Deposit, that is due to damage to facilities, appliances, furniture, and equipment
- any 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/organization's membership and its guests. I also understand that the Director may cancel our use of the facility if I, or my group, do not comply with the User Agreement and the General Guidelines.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**THE PART BELOW TO BE FILLED OUT BY LIBRARY STAFF**

**Room Assigned:** \_\_\_\_\_

**Rental Fee:** Amount Paid \_\_\_\_\_ Date Paid \_\_\_\_\_

**Set-Up Fee:** Amount Paid \_\_\_\_\_ Date Paid \_\_\_\_\_

**Cleaning Fee:** Amount Paid \_\_\_\_\_ Date Paid \_\_\_\_\_

**Deposit:** Amount Paid \_\_\_\_\_ Date Paid \_\_\_\_\_

Date Refunded \_\_\_\_\_

\_\_\_\_\_  
Application Approval

\_\_\_\_\_  
Date