

## STUDY ROOM APPLICATION

Contact Person/Requestor: \_\_\_\_\_

Library Card Number: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Reason for reserving the room: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Anticipated Number of Attendees: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm

All meetings must be open to the public and held during library hours. Commercial ventures are never permitted. Private social functions, fund raising activities, and the selling of goods or services are not allowed. Political campaigning and fundraising are not allowed. Failure to comply with these regulations will result in denial of future use of the study room.

Fees: The first two hours for use of the study room is free. A \$10.00 per hour rental fee will be assessed for use of the study room after two hours. The rental fee is due at the time of application. In the event that the application is denied, the fee will be returned to the Contact Person/Requestor. In the event of cancellation, the requester should promptly notify the Library Manager. Payment will not be returned unless a cancellation is made 24 hours in advance of the scheduled meeting.

The study room must be left in the same condition if was found upon entering. No smoking or alcoholic beverages. The library is not responsible for items left in the study room.

**I have received, read, understand, and agree to comply with the Uncle Remus Regional Library System's Study Room Policy. I hereby fully release and discharge and agree to indemnify, hold harmless and defend the Uncle Remus Regional Library System, the library, its director, trustees, agents, and employees from any and all claims from injuries, including death, damages or loss, which may arise or which may be alleged to have arisen out of, or in connection with the above meeting(s) in the library.**

\_\_\_\_\_  
Signature of Contact Person/Requestor

\_\_\_\_\_  
Date

Approved by: \_\_\_\_\_

\_\_\_\_\_  
Library Manager

\_\_\_\_\_  
Date