

**CITIZENS LIBRARY ASSOCIATION OF
WASHINGTON, PENNSYLVANIA**

MEETING ROOM USE APPLICATION AND USE AGREEMENT

By signing this application the applicant agrees to pay the sum set forth prior to use of the room and to be bound by any conditions imposed at time of approval and by all the rules and regulations adopted in Meeting Room Policy 600 as it may be amended from time to time including liability for property damage and personal injury as if fully set forth herein and acknowledges having received a copy of said policy. Applicant acknowledges that applicant has inspected the meeting room requested and accepts said room in its current condition. This Application and Use Agreement will serve as a permit to show the Library that the Organization has been approved to use the room indicated below.

The Applicant hereby certifies that the Applicant and the Organization involved shall be personally responsible on behalf of themselves and their Organization, for any loss of furniture or equipment, and any damage to or abuse of the Library building and equipment growing out of the use and occupancy of said premises by said Organization. The Applicant, the Organization and the members thereof agree to abide by and enforce the Policy of the Citizens Library governing the use of the buildings, grounds and equipment as set forth in Policy No. 600 attached hereto and incorporated by reference herein. Additional charges may be due to Citizens Library as a result of additional personnel/maintenance costs or other conditions of approval.

IN WITNESS WHEREOF, we do hereby set our hand and seal this ____ day of _____, 20__

Name of Organization: _____

Please check the appropriate box:

Non-Profit Profit Individual Funding Body

Kind of Program: _____

Use Requested By: _____

Telephone: (Home) _____ (Cell) _____

Address: _____

Name of Person in Charge: _____ Telephone: _____

ROOM RENTAL AND TABLE SET-UP REQUEST

Meeting Room Requested: _____

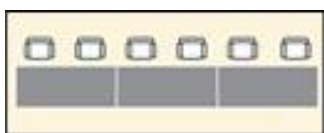
\$25.00 non-refundable deposit required. Payment required in full at time of contract approval.
(Checks payable to Citizens Library)

Dates and Times Requested _____

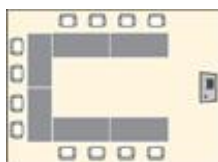
Equipment Requested:

- Projector
- Screen
- lap top

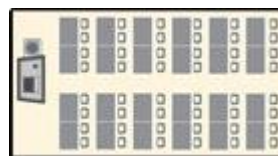
Set-up Description: In detail, please describe how you want the room set-up. Also, include a refreshment table, amount of chairs etc.



Straight line layout



U-shape Layout



Classroom Layout

Custom Layout (contact us for description)

Number of Tables _____ Chairs _____

Room Descriptions:

- Conference Room*:** Seats 12 - 15, main floor, large conference table (No Food or WI-FI)
Profit: \$75.00 Non-Profit: \$25.00/Individual: \$25.00 Funding Body: NC
- Public Meeting Room:** Seats 60 - 80, main floor, accommodates 40 - 45 with tables
Profit: \$100.00 Non-Profit: \$60.00/Individual: \$60.00 Funding Body: NC
- Multipurpose Room 1:** Seats 25 - 30 people, lower level
Profit: \$100.00 Non-Profit: \$40.00/Individual: \$40.00 Funding Body: NC
- Multipurpose Room 2:** Seats 40 - 60, lower level, accommodates 35 - 40 with tables
Profit: \$225.00 Non-Profit: \$45.00/Individual: \$45.00 Funding Body: NC
- Multipurpose Room 3 (combined 1 & 2):** seats 80 - 100, lower level, accommodates 40 - 50 with tables. Kitchenette available.
Profit: \$300.00 Non-Profit: \$80.00/Individual: \$80.00 Funding Body: NC
- Qualifies for a 10 % discount as a resident of funding body.