**Chartiers-Houston Community Library
Houston, PA**

**Community 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 of the Chartiers-Houston Community Library. Applicant acknowledges that applicant has inspected the Community 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 Individual/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 Chartiers-Houston Community Library governing the use of the buildings, grounds and equipment.

In witness whereof, we do hereby set our hand and seal this the \_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_.

Name of Individual or Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Kind of Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please note, when making your request that all use of the Community Room must occur during times when the library is open. Requests may be denied if the library has already planned to use the space for that day/time.

Hours of operation: Monday –Thursday 11:30am-7pm, Friday & Saturday 11:30am-4:30pm, CLOSED Sundays

Program Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Program Begin Time: \_\_\_\_\_\_\_\_\_\_ Program End Time: \_\_\_\_\_\_\_\_\_\_

Date Paid: \_\_\_\_\_\_\_\_\_\_ Payment Received by: \_\_\_\_\_\_\_\_\_\_\_\_

\*\*\*All reservation fees must be paid at time of booking. We cannot guarantee room use until payment is received. Refunds for cancellations can be received if cancellation occurs at least 72 hours in advance or cancellation is due to special circumstances.\*\*\*