



## CITY FACILITY RENTAL FORM - LIBRARY



RENTER INFORMATION	
<b>Type of Rental:</b> <input type="checkbox"/> Resident <input type="checkbox"/> Non-Resident <input type="checkbox"/> Nonprofit	
<b>Last Name:</b>	<b>First Name:</b>
<b>Organization Name (if available):</b>	
<b>Address:</b>	
<b>Cell Phone:</b>	<b>Alternate Phone:</b>
<b>Email Address:</b>	
<b>Notes (or Alternate Contact Info):</b>	

EVENT INFORMATION	
<b>Type of Event</b> (i.e. meeting):	<b>Number of Guests:</b>
<b>Date of Event/Reservation:</b>	<b>Permit Received:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Start Time:</b>	<b>End Time:</b> <small>(Must end 30 minutes prior to closing)</small>
<b>Room Requested:</b> <input type="checkbox"/> Meeting Room (up to 100) <input type="checkbox"/> Conference Room (up to 24)	
<b>Meeting Room</b> \$50/Resident, \$75/Non-Resident, \$200 Security Deposit <b>Conference Room</b> \$30/Resident, \$50/Non-Resident, \$100 Security Deposit	

FINANCIAL INFORMATION – Hourly Rental Fee(s)			
# Hours Reserved	Hourly Rate	Total Fee(s)	Deposit
(Example) 2 Hours	(Example) \$30	(Example) \$60	(Example) \$100
		<b>Total Fee(s):</b>	<b>\$</b>
		<b>Total Deposit(s)</b>	<b>\$</b>
		<b>TOTAL DUE:</b>	<b>\$</b>
<b>Notes:</b>			

**Signature:** \_\_\_\_\_

**Time/Date:** \_\_\_\_\_



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- Reservations are ONLY available during open hours and **MUST END 30 minutes prior to CLOSING.**
- Reservations require **7-business days advance notice** and **cannot be made more than 90 days in advance.**
- Nonprofit 501C3 groups are allowed **one free reservation per quarter**, and are **required to pay a deposit** (please see complete rental policy for full details).
- Rental Fees and Security Deposit are **required** to secure a reservation.
- We will not accept check payments less than 15 days prior to the requested event date; checks must clear before reservation can be secured.
- All security deposits made by Cash or Check will be refunded by a check from **City of Farmers Branch.**
- In order to connect your laptop to our AV system, you must have either an HDMI or VGA cable; other devices and cords not supported.
- Access to the locked AV box is not permitted.
- Set up & clean up are renter's responsibility and are EACH part of hourly reservation time.
- Rental of Library rooms does NOT mean exclusive use of the entire Library facility.
- **Free WIFI** is available throughout the Library facility.
- Please be advised, decorations attached to "sound panels" in meeting room are NOT allowed and nothing may be attached to the stage curtains nor projector.
- Children must be supervised at all times.
- **No alcohol is permitted on Library property.**
- **No sales or soliciting is allowed on Library property nor during reserved event(s).**

Renter is responsible for reading and understanding ENTIRE **City Facility Rental Policy** (*FarmersBranchTX.gov under **Culture and Recreation**; includes listing of ALL available city rentals*)

**Failure to comply with the City Facility Rental Policy will result in forfeiture of security deposit**

\_\_\_\_\_ Initial here that you have read and understand the above information.