



**Rotary Room Rental Agreement**

Today's Date \_\_\_\_\_

In consideration of the identified fee and acceptance of the terms identified in the Rotary Room Rental policy, authorization for use of the Rotary Room/Lobby is granted to:

Organization Name \_\_\_\_\_

Phone Number and/or Email \_\_\_\_\_

Organization Address \_\_\_\_\_

Authorized Representative \_\_\_\_\_

Address & Phone Number (if different from above) \_\_\_\_\_

Meeting Date Requested \_\_\_\_\_

Nature of Meeting \_\_\_\_\_ Insurance Required Y\_\_\_\_ N\_\_\_\_

Meeting Time Set-up will begin \_\_\_\_\_

Clean-up will end at \_\_\_\_\_

Projected Attendance: \_\_\_\_\_

FEE: PAID IN FULL \$\_\_\_\_\_ DEPOSIT: \$\_\_\_\_\_ Amt Remaining \$\_\_\_\_\_

It is expressly understood and agreed that:

1. A payment of \$\_\_\_\_\_ must be paid upon request prior to being allowed use of the Rotary Room.
2. The contract holder agrees to the Terms and Conditions of Use for the Petawawa Public Library's Rotary Room.

**My signature indicates that I have read, understand and accept the terms of this agreement and the Rotary Room Rental policy as laid out in the Petawawa Public Library Policy Manual.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Library Representative

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Photocopy of proof of insurance attached (if required under the General Terms and Conditions of Use) \_\_\_\_\_**