



Petawawa Public Library Policy Manual

Appendix A: Rotary Room Rental Agreement

Today's Date _____

Organization Name _____

Phone Number and/or Email _____

Organization Address _____

Representative _____

Phone Number _____

Meeting Date Requested _____

Nature of Meeting _____

Insurance Required? Y _____ N _____

Meeting Details:

Time Set-up will begin _____ Clean-up will end at _____

Projected Attendance _____

Fee:

PAID IN FULL \$ _____ DEPOSIT: \$ _____

Amount 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: _____



Petawawa Public Library Policy Manual

Photocopy of proof of insurance attached Y _____ N _____
(If required under the General Terms and Conditions of Use)

Employee Use - Set-up/Equipment Requests:

Initial of Applicant _____

Initial of Employee _____

Amended December 14, 2011 Board Motion # 6