

LIMA PUBLIC LIBRARY SCUTT COMMUNITY ROOM APPLICATION

One Application Form will be filled out per meeting

To Be Filled Out By Renter (PLEASE PRINT)		
Person in Charge (Renter):		
Name of Organization:		
Address of Renter or Organization:		
Phone Number of Renter or Organization (Daytime):		
Cell or Emergency Numbers:		
Purpose of Meeting:		
Number of Participants:		
Date Requested:	Day of Week:	Time (From – To):
Does meeting require any special accommodations, please circle:		YES NO
If yes, please explain.		

To Be Filled Out By Library Staff	
Staff Name:	
Booked in person: (Renter's Name):	By Telephone (Phone Number):
Date:	Time:

By signing this application, I have read and understood the Rules and Regulations for rental of the Lima Public Library Scutt Community Meeting Room, including that this application is subject to approval by Library Director. The Renter agrees and accepts that individual will be personally responsible for the observance of all rules and regulations stated in this policy. The signing party as the "RENTER" agrees personally and on behalf of any organizations represented, to comply with these regulations and to assure compliance with these regulations by all guests and visitors present at the Library Meeting Room for the Renter's event/program. The Renter acknowledges that the Town of Lima and the Lima Public Library are not responsible for the loss of any personal property of the Renter, or guests and visitors of said party. Please note services for snow shoveling and de-icing of parking areas and sidewalks are not available on weekends. Failure to properly identify the sponsoring organization/group in any publicity releases can result in cancellation of the reservation.

To Be Filled Out By Renter	
DATE:	Signature of Renter:
Print Name of Renter:	Print Name of Organization:
CASH DEPOSIT (\$75.00)	YES NO
DATE OF DEPOSIT:	
CASH RENTAL FEE IF FOR PROFIT EVENT (\$25.00)	DATE OF FEE RECEIPT: