

Huntsville Public Library Meeting Room Reservation Agreement Form

1219 13th Street, Huntsville, TX 77340 * 936-291-5472 * Fax: 936-291-5918 * Email: anewsome@huntsvilletx.gov

Before filling out this form, please read the Room Rental Policy in full. Rooms are only available to rent on the hour or half hour. Return this form along with a deposit of \$150 (in cash if made fewer than 10 days ahead) and applicable Room Rental Fees to the library. You will receive a call or email to confirm or deny your request.

Room Needed (check one):

Board Room (occupancy 16 people) Community Room (occupancy 250 people)

Date Requested: _____ **Times Requested:** _____

Total # of Hours: _____

I am a/We are a (check one):

For-profit outside Walker County For-profit inside Walker County
 Not for profit outside Walker County Not for profit inside Walker County

Deposit: \$ _____
Rental Fee: \$ _____
After Hours Fee: \$ _____
A/V Equip. Fee: \$ _____
Total Fees: \$ _____

I/We will need to use the library's A/V equipment for the extra fee of \$20: Yes No

Organization: _____

Contact Name: _____

Address: _____

Phone: _____

Email: _____

Name/Phone of 2nd Contact Person: _____

I have received, read and accepted the conditions of use as stated in the Room Rental Policy provided to me and will comply with all requirements. I understand that failure to notify the library of a cancellation at least three business days before the requested meeting day will result in forfeiture of the security deposit. I also understand that my deposit will be cashed and that I have sufficient funds to cover it.

Signature: _____ **Date:** _____

Library Use Only		
Deposit Amount: _____	Rent Amount: _____	A/V Equip. Fee: _____
Deposit Date: _____	Rent Date: _____	A/V Date: _____
Deposit Receipt #: _____	Rent Receipt #: _____	A/V Receipt #: _____
Accepted by: _____	Accepted by: _____	Accepted by: _____
Cash OR Check	Cash OR Check	Cash OR Check

Cancellation Date: _____		
Cancellation Received By (circle one): Phone Mail Email In person		
Cancellation Contact Info: _____		