

Reservation and Liability Form

Community Room

Name of organization/group: _____

Contact person: _____ (must be 21 and Fort Myers Beach District resident)

Address: _____

Phone #: _____ E-mail: _____

Name of Person(s) supervising event (if different than Contact): _____

Phone #: _____ E-mail: _____

Date(s) of the event: _____ Hours: _____

Type of Activity: _____

Expected Attendance: Adults _____ Children _____

- How is room to be set up: () head table with chairs and then rows of chairs
 () tables in a U-shape with chairs on both sides
 () podium with rows of chairs

Reservation to be accompanied by applicable fees:	During Library hours	After Library hours
_____ \$ 75.00 refundable deposit (if room left as found)		
_____ \$ _____ room rental; Hours as noted above	15 20 30 35 65 75 85 140 160 300	80 100 140 150 170 190 200 290 320 390
_____ \$ _____ Projection screen	\$25	\$25
_____ \$ _____ Microphone	\$25	\$25
_____ \$ _____ Group bringing in own food per guidelines	\$20 if catered w/o Cafe	\$20 if catered w/o
_____ \$ _____ Additional security	\$65 per hr; 4 hrs minimum	Cafe \$65 per hr; 4 hrs minimum
_____ \$ _____ Cleaning	\$25	\$25

We have read and agree to abide by the Fort Myers Beach Public Library Community Room guidelines and indemnify and hold harmless the Fort Myers Beach Public Library and its officers, directors, volunteers, agents and employees from and against all losses, damages, claims, costs and expenses arising from injury or death of any person(s), or damage to property resulting from any act or omission of such users or their employees, agents, representatives, guests, invitees, or the general public to the extent that such losses, damages, claims, costs and expenses arise in connection with or relate to the organization's or individual's use of the facility.

The undersigned is authorized to execute this agreement on behalf of this organization.

Signature of Applicant: _____ Date _____

Fort Myers Beach Public Library District
2755 Estero Blvd, Fort Myers Beach, FL 33931

Receipt

_____ received on _____ for Community Room fees

_____ received on _____ for Community Room deposit

Event:

Receipt acknowledged: _____