WASHINGTON PUBLIC LIBRARY MEETING ROOM CONTRACT

Please read the Washington Public Library Meeting Room Policy before filling out this contract, as you are agreeing to the policy when you sign. This contract may be submitted in person, by mail (115 W. Washington St, Washington, IA 52353) by fax to 319-653-3095, or by email attachment to reference@washington.lib.ia.us.

ACCESS: Access to the reserved room(s) will only be granted after receipt of any required fee and this signed contract. Rental costs can be mailed to the library or dropped off on the day of the event.

CANCELLATIONS: Cancellations must be made at least 24 hours in advance of the meeting, or all fees paid will be forfeited. The Library reserves the right to limit reservations from groups who have two no-shows in the past year.

CLEANING: A \$35 fee will be assessed to the signer of the contract if trash is not cleared from the room.

MEETING ROOM USERS AGREE TO: (1) leave the room in the same condition as found, including leaving the tables and chairs arranged to the posted arrangement; (2) clean up all trash and litter prior to leaving; (3) be responsible for any damage done to the property, furniture, or equipment; (4) ensure compliance with all rules, regulations of the Library, and the laws of the city. Fundraising of any kind is expressly prohibited. The signer of the Meeting Room Contract is responsible for compliance of the contract by all event attendees.

Number of Hours:	Print Name of Responsible Party:	Signature of Responsible Party:	Date:

I HAVE READ THE MEETING ROOM POLICY AND AGREE TO ABIDE BY IT:

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Group/Organization	Name:	
Contact Address:		
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Please Check One:	□Gov't Entity □Non-Profit □Political □Business □Individual	Contact Email: commercial activities (charging tuition, charging admission, sales,

Rental costs for commercial groups & non-profit groups engaged in commercial activity:

Room Name	Up to 4 Hours	All Day	Max Occ.* Chairs/Tables & Chairs
Washington State Bank	\$40	\$75	45/40
Nicola-Stoufer	\$40	\$75	80/55
combined	\$80	\$150	125/95
Kichenette	\$20	\$25	n.a.
Wolf Conference	\$25	\$30	15