

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.

[illegible]

ORGANIZATION: _____

WASHINGTON PUBLIC LIBRARY MEETING ROOM CONTRACT

Group/Organization Name: _____

Contact Name/ Address: _____

Contact Phone Number: _____ Contact Email: _____

Please Check One: ☐ Gov't Entity
 ☐ Non-Profit
 ☐ Political
 ☐ Business
 ☐ Individual

If a Non-Profit, will you be engaging in commercial activities (charging tuition, charging admission, sales, fundraising, etc.)? ☐ Yes ☐ No

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

Room Name	1 Hr	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	\$10	\$25	\$30	15