

Robeson County Public Library

RENTAL AGREEMENT

This is a rental agreement between the Robeson County Public Library (RCPL) and

_____, the reserving party.

Address: _____ City _____ State _____ Zip _____

Telephone number: _____

Type of Reserving Party:

Please Circle One - Community / Non-Profit / For-Profit / Government / Partnership / Cosponsored

Event / Meeting Type: _____

Will this event/meeting be free and open to the public? Please circle one - Yes / No

Will food be served at this event / meeting? Please circle one - Yes / No

Meeting Area: _____ Date of Use: _____

Time of Use From: _____ to _____

Please Initial on the Lines Below

_____ I am an authorized person to execute this rental agreement on behalf of the reserving party.

_____ I understand that if a check is used to pay a rental fee and is returned to RCPL for any reason, the event will be cancelled automatically and the Library will notify me at the phone number listed.

_____ I agree to pay any applicable fees and understand there are additional fees for serving food. I understand any applicable fees are due at the time the reservation is made.

_____ All meeting areas will be locked by library staff 30 minutes prior to the library closing.

_____ I have read and agree to the Meeting Area Policy.

_____ I am a non-profit organization and have attached a copy of my 501(c)(3).

Date: _____

Reserving Party - Authorized Person

RCPL – Authorized Person

Approved by the RCPL Board of Trustees on November 14, 2018

RCPL STAFF ONLY

Fees Due: _____

Date Paid: _____

Method: CASH / CHECK

Check #: _____

Received By: _____

Reservation: Approved Not Approved

Staff Initial: _____