

PERMIT FOR USE OF LIBRARY PROGRAM FACILITIES
 APACHE JUNCTION PUBLIC LIBRARY
 1177 North Idaho Road - Apache Junction, AZ 85119

DATE(S) NEEDED (LIST EXACT HOURS REQUESTED ON EACH DATE)

DATE _____ HOURS _____

DESCRIPTION OF ACTIVITY _____

NAME OF ORGANIZATION _____

PERSON(S) IN CHARGE _____ E-MAIL ADDRESS _____

MAILING ADDRESS _____ PHONE _____

INSURANCE AMOUNT _____ POLICY NUMBER _____ COMPANY _____

NORTH WING ROOM (140 CAPACITY) _____ ENCHANTED FOREST (45 CAPACITY) _____ BOARD ROOM (15 CAPACITY) _____

Permittee agrees to comply with all federal, state and municipal laws, rules, ordinances, regulations and orders with respect to the use of facilities and occupancy thereof. Permittee, during the terms of this permit, covenants and agrees to defend, indemnify and hold harmless the city, its elected officials, employees and agents from each and every loss, cost, damage and expense arising out of any occurrence causing injury or death of persons or damage to property due to conditions of the rented premises or the use of neglect thereof by Permittee. At the city's request, Permittee further agrees to provide, pay for and maintain public liability insurance with both City and Permittee and will name city, its elected officials, employees and agents as additional insured parties. Permittee agrees that it will pay for any unusual wear, tear, breakage or damage to facility occurring from the public or principals representing the Permittee. Should a post-use inspection reveal damages, Permittee shall reimburse the City for full costs necessary to restore facility to its condition prior to use by Permittee. The City reserves the right to refund payments made in advance for the rental of any facility, should the City decide the rental is not in the City's best interests, and cancel the use of the facility on the date or dates specified in this permit. Additional fees may be charged on Permittee if the facility is found to be damaged or not properly cleaned. If the Permittee chooses to cancel or adjust their reservation for any other reason, a request for credit/transfer/refund must be made prior to the facility rental date in order to receive a partial refund or full credit/transfer. All refunds granted will be minus 10% or \$5, whichever is greater.

Set up and break down of chairs, tables, and any other furniture is the responsibility of the Permittee.

Use of Library A-V equipment requires permission of Library Director before room is reserved.

	CHARGES
USE CHARGE (\$20.00 per hour)	\$ _____
CLEAN UP/DAMAGE FEES:	\$ _____
TOTAL DUE:	\$ _____
LESS REFUND	\$ _____
TOTAL AMOUNT	\$ _____

APPLICANTS SIGNATURE _____ DATE _____

APPROVAL SIGNATURE _____ DATE _____