

**WELLSBURG PUBLIC LIBRARY**

**Meeting Room Contract**

Name of Renter: \_\_\_\_\_ Phone # \_\_\_\_\_

Date of Event: \_\_\_\_\_ #Attending Event: \_\_\_\_\_

Initial each item below:

\_\_\_\_\_ Maximum capacity is 50 people.

\_\_\_\_\_ Rental fee is \$40.00 per day with local non-profit organizations being exempt.

\_\_\_\_\_ It is expected that every group in the meeting room will keep the space clean. Users are responsible for making sure that the facilities are left in the same condition as they were found. If a group does not keep the room in reasonable order, the group will be charged a custodial fee. A group which leaves the meeting room facility in disorder may be denied future use of the meeting room.

By signing below, I acknowledge that I have read this Wellsburg Meeting Room Contract and understand it. I agree that I am personally responsible for the safety and actions of this event. I hereby release, waive and discharge the City of Wellsburg from any and all liability, claims and actions whatsoever.

I, \_\_\_\_\_ have read the requirements listed above and will comply according.