

Huntington Woods Library & Cultural Center

Room Rental Application



Organization _____

Person Applying _____ HW Library Card # _____

Position in Group _____ Phone _____

Address _____

Expected Attendance _____ Date(s) Requested _____ Time _____

Room Requested:

_____ **Woods Gallery** – holds 50 people auditorium style set up, 40 with tables and chairs. (\$20/hr)

_____ **Knox Room** – holds 60 people auditorium style set up, 50 with tables and chairs. (\$10/hr)

Organization representative has supplied drawing of room set up (circle one): Yes No

I have read the attached Reservation and Rental Policy and agree to abide by the terms and conditions. The undersigned hereby agrees to indemnify and hold harmless the Library and its representatives from and against any and all claims, demands, judgements, settlements, damages, actions, causes of actions, injuries, administrative orders, consent agreements and orders, liabilities, penalties, costs and expenses of any kind whatsoever, which may arise or be asserted, directly or indirectly, with regard to the use of the room applied for herein.

Signed _____ Date _____

Approved by _____ Date _____

Date paid _____ Amount _____ Cash _____ or Check No. _____