CITY OF POULSBO
LIBRARY COMMUNITY ROOM
FACILITY USE APPLICATION/AGREEMENT

NAME OF ORGANIZATION: _____

DATE OF EVENT: _____

TIME OF EVENT FROM (INCLUDES SET-UP & CLEAN-UP)   FROM: _____   TO: _____

ESTIMATED ATTENDANCE: _____

NOTE: Maximum capacity is **117**. Applicant is responsible to insure this maximum is not exceeded.
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Fee Schedule:

Non-Profit Organizations (501c3)	**$15.00 per hour**	**NP Number:**	_____
Government Agencies	**$25.00 per hour**		
Commercial & Private Groups	**$30.00 per hour**	**Date Received:**	_____

     Total Hours _____ x $_____per hour= $ _____   Staff Initials: _____

Fees are payable to "Kitsap Regional Library" or "KRL" and are DUE A MINIMUM OF TWO WEEKS PRIOR TO EVENT. Payments are by cash or check only. Renters will only receive a receipt if they pay in person at the Poulsbo Library.

*****NO REFUNDS GIVEN FOR CANCELLATION*****

Key for Community Room must be obtained from the Poulsbo Library prior to each event and dropped off immediately after, unless prior arrangements have been made with Library Staff. Keys may be dropped off in the outside book drop box.
 Library Hours: Mon, 1 pm-8 pm; Tue and Wed, 10am- 8pm; Thurs, 1- 5pm; Fri, 10am- 6pm; Sat, 10 am- 5pm.
                Parking for use of the Community Room shall be in the Lower Parking Lot
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ACKNOWLEDGEMENT AND WAIVER

The undersigned hereby makes application to the City of Poulsbo and Kitsap Regional Library for use of facilities described above & certifies that the information in the application is correct. The undersigned agrees to exercise the utmost care in the use of the premises and property. The applicant agrees to adhere to all rules and conditions on this form. The applicant shall indemnify and hold harmless the City of Poulsbo, Kitsap Regional Library, its elected officials, its employees and agents from and against any al all claims, demands, suits, actions, payments and judgments as a result of injury or death of any person or agents, guests or employees in the execution of this agreement, including any and all expenses, including attorney fees and costs, legal and otherwise, incurred by the City, the Library or their representatives in the defense of any suit of claim. The City of Poulsbo and Kitsap Regional Library are not responsible for lost or stolen property.

I acknowledge that I have reviewed all information on this form as well as the Facility Use Rules and Conditions. I agree to abide by the conditions of use as outlined.

Name: _____Title:_____

Signature: _____ Email:_____

Home Phone: _____Work Phone: _____Cell Phone: _____