



SOLDOTNA PUBLIC LIBRARY
FACILITY USE AGREEMENT

http://www.soldotna.org/departments/library/events/request-a-room

235 N. Binkley St. Soldotna, AK 99669 (907) 262-4227 library@soldotna.org

Staff Use Only:

Date Rec.:
Room requested:

ON CALENDAR
Contacted (Date .Method):

- 1.
2.
3.
CONFIRMED
DENIED

Updates:

Fees: \$

Paid in full
Date:

Organization:

Address:

City: State: Zip:

Responsible Person: Phone:

2ndary Resp. Person (opt): Phone:

Email(s):

Staff will attempt to contact you 3 times to confirm a reservation. Your event may be cancelled if we can't reach you.

Estimated Attendance of Event:

Equipment Needed:

- Projector Screen Podium Audio Cord Piano Mic
Chair(s) Qty: /40 Table(s) Qty: /16 VGA Cord Laptop(s) Qty:

Schedule:

Date(s) of Event(s) Month/Date/Year Time (Include Set-up & Clean-up)

Reoccurring Reservation (Ex. Monthly Meetings)

Day of the Month, Time (Ex. 2nd Tue. of the Month, 6-7PM):

Date Begin (Month/Year): Date End (Month/Year):

Event Details

- 1. Purpose of Event:
2. Will any solicitation occur during the event Yes No
If yes, please explain:
3. Will any film(s) be shown? Yes No
If yes, do you have permission to show the film(s)? Yes No
4. Is the event open to the public? Free Cost: \$ Public Private
5. Would you like your event and contact info to be included on an online event calendar? Yes No
a. Event start time and end time if different from above:

Refreshments:

Will refreshments be served? Yes No

Description:

Will Alcohol be served? Yes No

(See item #16 Under FACILITY USE POLICY & PROCEDURES: GENERAL TERMS AND CONDITIONS OF USE AND OPERATIONS for Requirements)



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Don't forget!

**Please check each box to indicate that you
have read and understand the following:**

- The room card or key can only be given to the Responsible or Secondary Responsible person. Anyone who arrives earlier than you will not be able to get into the room.
- Please be prepared to set up and clean up tables, chairs, supplies, and electronic or other specialized equipment without assistance from Library Staff. Instructions for connecting to the digital projector are provided.
- Make sure the room is clean and ready for the next group promptly by the end of your reservation. A vacuum cleaner, trash bags, and dumpster are provided for your convenience.
- For security reasons, do not store anything in the Library overnight.
- Any requests to change your reservation must be submitted in writing.
- U.S. copyright law (Title 17, United States Code, Section 110) requires you to have permission to legally show films in any public space. Please make arrangements to obtain the proper license before reserving the room.
- Make sure to check the box if you want us to add your information to our online event calendar (#5). The calendar will include the title of your event, organization, your name, and contact information.

The undersigned representative of the organization who is applying for permission to use library facilities certifies that he/she has received, read, and understands the Facility Use Policy & Procedures. User agrees to abide by the policies and regulations of the Library with regard to use of such facilities and agrees to save, hold harmless and indemnify the City of Soldotna from any claims; lawsuits or judgments arising from loss, damage to property or injury to persons from or during the above described activity(s).

Name (Printed): _____

Signature: _____

Date: _____