Facility Rental Agreement

Review this Agreement thoroughly before signing it. Failure on your part to comply with all rules, regulations, and policies set forth in the Agreement may result in immediate termination of your event and forfeiture of all charges and fees paid.

This Agreement is between the renter identified below ("Renter") and Manheim Township Public Library. The rules and regulations attached are incorporated into and made part of this Agreement.

MANHEIM TOWNSHIP Public Library
More than books

Event Date [   ]

Room(s) Requested (Check all that apply) See attached descriptions and fees.

☐ Morgan Center A

Hours of Rental (Including set-up & clean-up) [   ] to [   ]

☐ Morgan Center B   ☐ Morgan Center C

Hours of Event [   ] to [   ]

☐ Lapp Story Silo   ☐ Children's Discovery Patio

Renter's Full Name: [   ]   E-Mail: [   ]

Address: [   ]

Phone Number: [   ]   Alternate Phone Number: [   ]

If Renter is an entity, provide name of contact person: [   ]

Event

Description of Event: [   ]

[   ]

Number of Attendees: [   ]   This event is: [   ] Public   [   ] Private

The following activities (such as catering, music, etc.) will be taking place during this event:

[   ]

Equipment Requested:
See attached descriptions and fees. Library staff can only offer basic assistance with making initial equipment connections. (Please check any equipment you will need)

☐ Projection (HDMI)   ☐ PA System (anchored in Morgan B, can project sound to Morgan A & C)   ☐ Podium with microphone (anchored in Morgan B, can project sound to Morgan A & C)

☐ DVD Player (Morgan B only)

Rental Fees
Manheim Township Public Library will calculate all charges and fees and provide an estimate and an invoice to the renter. Payment must be made in full two (2) weeks prior to the event. If the renter cancels the reservation less than 2 weeks prior to the event, a fee will be applied.

Policies
Renter acknowledges that they have had the opportunity to read this Agreement and the attached rules and regulations prior to signing it, understands the Library Facility Rental Rules and Regulations, and agrees to be legally bound by all of its terms.

Renter:

Signature: _____

Date: _____

Authorized Manheim Township Public Library Representative:

Signature: _____

Date: _____