



Woodland Public Library

250 First Street · Woodland, CA 95695
http://www.cityofwoodland.org/library
530 · 661 · 5980

Leake Center Community Room Reservation ONE RESERVATION PER FORM

Organization _____ Type of Activity _____

Reservation Date _____ from _____ am / pm to _____ am / pm Number of Persons Expected _____

Person Responsible _____ Phone _____ Library Card #: _____

Address _____

ROOM(S) RESERVED:

- Leake Community
- Conference Room
- Courtyard

Total Fee \$ _____ Initial _____

LIBRARY EQUIPMENT NEEDED:

- Tables (Approx. number) _____
- Room Chairs (Approx. number) _____
- Pull Down Screen: Y / N
- Podium: Y / N
- Stove Y / N

PLEASE READ BEFORE SIGNING

I have the authority to enter into this agreement for the above organization. I have read the policies relating to the use of rooms/equipment and agree to abide by them. I agree to leave the room(s) in a clean and orderly condition and guarantee restitution for loss or damage to any equipment, furniture or other library property.

I understand that failure to comply with these policies/procedures may result in denial of future use of library premises and/or equipment by the above organization.

Payment for the reservation must be received 7 days prior or the reservation will be canceled. Initial _____

Users will be charged for janitorial or staff's time to clean the facility if the room is not left in its original condition. Initial _____

If any library personnel are required to deliver keys, secure the library and/or community room, or return to the library for any other problem caused by the user group, the group will be charged a \$50 callback fee. Initial _____

Indemnity and Hold Harmless

The applicant and/or Organization is solely responsible for the event conducted within the facility and shall bear financial responsibility for all damages to the City's property, or for any claims made as a result of any accidents or injuries to the Renter, guests, or invitees or any person providing services to the applicant and/or organization shall be responsible for the control and supervision of the people in attendance during the use of the facility and shall see that no damage is done. Any violation of this provision may result in a denial of further permits and financial loss. Renters shall assume the defense of and indemnify and save harmless the City, its officers, employees, and agents from all claims, loss, damage, injury and liability of every kind, nature, and description directly or indirectly arising from the performance of his operation under the Agreement. Acceptance of the City of the Insurance Certificates does not relieve the renter from liability under the indemnity and Hold Harmless Clause.

I have read the Leake Center Use Policy and agree to abide by all of the conditions of this application and of any contract or permit issued based on this application.

Signed _____ Date _____

Staff Use Only
Date Received _____
Group Type _____
Total Fee _____
Date Paid _____
Approved _____