



Non-Member Room Reservation and Rental Agreement

First name	Last Name	Organization
------------	-----------	--------------

Phone Number	Email address	Mailing Address
--------------	---------------	-----------------

Date of Rental	Time Needed	Estimated Attendance
----------------	-------------	----------------------

Room Requested	Brief Description of Room Usage
----------------	---------------------------------

Room	Seating Capacity	Non-Member Rates	Deposit
Room 12	N/A	\$40/hour	\$25
12 th Floor Mezz – North Suite	N/A	\$25/hour	\$25
12 th Floor Mezz –South Suite	N/A	\$25/hour	\$25
12 th Floor Mezz – East Suite	N/A	\$25/hour	\$25
12 th Floor Mezz – West Suite	N/A	\$25/hour	\$25
13 Mezz	4-5 people	\$15/hour	\$25
Main Reading Room	70 people	\$200/hour	\$25

Set Up Needs

Describe Desired Seating Arrangement

Chairs/Seating (Approximate total)

GENERAL POLICIES



- Use of the meeting room should be restricted to activities compatible with a library environment. Types of appropriate activities include, but are not limited to, speaker programs, panel discussions, seminars, debates, movies, slide shows, and committee meetings.
- The rooms will be left in the same condition as they were found with the tables and chairs returned to the original set-up. The rooms will be left picked up and all trash shall be placed in garbage bags or other appropriate containers available for that purpose. \$25.00 will be held at the time of reservation
- Failure to adhere to any of these rules shall result in prohibition for future use of any room.

It is hereby understood and agreed, if this application is granted, the undersigned will assume all and exclusive responsibility for the preservation of order and the sole and exclusive liability for all injury to persons, and any damage to, or loss of property that may result from this use; and for the due observance of all regulations of the Board of Library Trustees. The organization agrees to indemnify the Law Library Association of St. Louis and hold the same harmless against all claims, demands, damages, costs and expenses including reasonable attorneys' fees for the defense of such claims, arising out of the organization's use of the meeting rooms.

Signature

Name Printed

Date