

FACILITY USE AGREEMENT

This Agreement will serve as a confirmation for use of the Columbia Public Library, 24 South Sixth Street, Columbia, PA 17512 on _____, 20____, from _____ to _____ by:

Name

Address

Name of Organization (Organization/Group/Sponsor)

Contact Phone # and Email

The rental fee is \$25.00 per hour. Payment of the rental fee in full shall be made at the time this Agreement is signed by both parties. The Agreement may be cancelled at no cost up to 48 hours prior to the rental period. NO REFUND will be given on any cancellation less than 48 hours prior to the time of the event. The rental fee will be waived for 501(c)(3) organizations or at the Board's discretion.

During the rental period, _____ (organization) shall have exclusive right to use the building premises/equipment as indicated below:

The Columbia Public Library is not responsible to provide any special equipment or personnel unless specifically agreed to and noted above.

Purpose of Use (type of activity) _____

INDEMNIFICATION:

_____ (organization) shall indemnify and hold harmless Columbia Public Library, its officials, employees, and volunteers, from and against all claims, damages, losses, and expenses, including but not limited to attorney's fees, arising out of or resulting from the use of the building/premises, sustained by any person or persons, provided that any such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of property caused by the tortuous act or negligent act or omission of _____ (organization), and its employees, agents, volunteers, or subcontractors.

TERMS AND CONDITIONS:

_____ (organization) will be financially responsible for any and all damages to the building/contents/premises that results from its use of the facility, including property damage, structural damage, and personal injury by _____ (organization), and its employees, agents, volunteers, guests, or subcontractors which occur in the course of the use of the building/premises during the rental period, and the premises will be restored to the condition in which they were delivered.

The undersigned understands and agrees that this Facility Use Agreement does not establish an employer-employee relationship between the parties and agrees that the event is neither conducted by nor sponsored by the Columbia Public Library.

The Library is a **SMOKE-FREE BUILDING/PREMISES**. Smoking within the building is strictly prohibited. Food and drink are prohibited, unless an agreement is made as stated above. Water is permitted, but must be in an enclosed container.

The undersigned have carefully read, understand, and agree to the terms of this Agreement, and further agrees that no oral representations, statements, or inducements have been made.

Organization Authorized Representative

Date

Columbia Public Library

Date