CITY OF OAK RIDGE PUBLIC LIBRARY AUDITORIUM RENTAL APPLICATION

Contact or Organization Name: _____

Address: _____ Phone:_____

Date(s) of Use: _____ Time: _____

Number of People: _____ Purpose of Renting: _____

Arrangements for the seating are auditorium style. There are 10 rows of chairs with one 6 ft. table in back of room, and one 5 ft. table in front of stage. There is a podium on the stage, one pull-down screen and a chalkboard.

The Library does *NOT* furnish any other equipment.

1. Are funds being raised through merchandising, admission charges, or for private profit? _____
2. Are alcoholic beverages being served? _____ (Insurance and Permits required)
3. Is food or drink being served? _____ (See kitchen usage below)

FEE INFORMATION: (Fees are due 48 hours in advance.)

1. Room Rental: $_____ per hour **X** _____hrs. = $_____
2. Room Rental: Four (4) hour block rate = $_____
3. Room Rental: Eight (8) hour block rate = $_____
4. All Day Rate: = $_____
5. ***OVERTIME:*** (for activities held outside of normal Library Business hours with Director approval.)
   $20.00 x _____hrs. =$_____
6. Kitchen Usage: (Based on classification.) =$_____
7. Room Set-Up fee: $25.00 =$_____
   (Other than the normal set-up of auditorium style)

TOTAL AMOUNT DUE: $_____

AGREEMENT

I hereby affirm I have read and will enforce the rules listed on the back of this form, pertaining to the use of the Oak Ridge Public Library auditorium and accept responsibility for the fees that pertain to this usage.

Applicant's Signature:_____ Date:_____

Revised 05/07

Accepted by:_____ Date:_____ Classification:_____

Payment Accepted by:_____ Amount:_____