

# Margaret Knoll Gardner Lecture Room Reservation Form

Event Date: \_\_\_\_\_ Time: \_\_\_\_\_

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Special Requests: \_\_\_\_\_  
\_\_\_\_\_

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Rental Rate- \$25.00 for up to 4 hours or \$50.00 per full day, \$5 for laptop & projector per item/per 4 hours

**Room rental is not guaranteed until payment is received in full and waiver signed.**

The needs of the Library take precedence over the needs of other groups. The Library reserves the right to cancel prior room reservations.

*On behalf of the above-named organization, I hereby agree to abide by the attached Margaret Knoll Gardner Lecture Room Use policy and the guidelines for use of Margaret Knoll Gardner Lecture Room. The organization I represent accepts all responsibility for conducting our activities and behavior in a manner which is respectful to Emmaus Public Library. The organization understands that the Emmaus Public Library and its employees and volunteers will not be responsible for any liability associated with our meeting or event. I acknowledge that the renter assumes liability for the cost of repairs for any damage occurring to Library and/or Library property or grounds associated with the activities and/or attendees of our meeting or event during the rental period.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Name: \_\_\_\_\_ Date: \_\_\_\_\_ Paid in Full: \_\_\_\_\_