A logo with a red and black design

Description automatically generated **Redwood Falls Public Library**

**Meeting Room Rental Agreement**

Initial Payment due: $25.00 \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Final payment $25.00 Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cash \_\_\_\_\_\_\_\_\_\_\_ Check\_\_\_\_\_\_\_\_\_\_\_\_ Cash\_\_\_\_\_\_\_\_\_\_\_\_\_ Check\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This agreement, made and executed this \_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_

By and between the Redwood Falls Public Library, 509 South Lincoln, Redwood Falls, MN 56283, owner of the meeting room at the library and

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Hereinafter referred to as the “Renter”.

In consideration of Renter pays the non-refundable partial payment, payment in full before use, and abides by the Terms and Conditions listed in this document, the Redwood Falls Public Library agrees to rent the library meeting room for a term beginning at:

\_\_\_\_\_\_\_\_\_ a.m./p.m. on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_ and terminate at or about:

\_\_\_\_\_\_\_\_\_ a.m./p.m. on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_ .

The rental fee for the library meeting room is $50.00. A non-refundable partial payment of $25.00 shall be paid to the library upon agreement signature. No refund of this payment may be made for cancellation or nonuse during the rental term. The final $25.00 payment is due prior to use of the meeting room.

It is agreed that Renter will complete the meeting room checklist and place on computer desk. Renter agrees to leave the premises in the same condition as arrival. The arrangement of the room is Renter’s responsibility. Renter agrees to exit the building at the conclusion of the rental time listed. Liability for the cost of replacing or repairing any part of the rented premises damaged by Renter, employees, or guests, shall rest solely with the Renter.

Renter agrees to hold the Redwood Falls Public Library harmless and to assume full liability for any loss or damage whatsoever to any person or property occurring on or in said premises and arising out of, by reason of, or during the Renter’s use, possession, or occupancy of the premises.

Renter fully agrees to comply with all the terms and conditions of this rental agreement.

In Testimony whereof, the Renter hereto causes the agreement to be validly executed in his/her respective name, and if representing an organization, further represents and certifies that he/she is a duly authorized agent of said entity and authorized to sign on behalf of said entity.

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Printed Name of Renter:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Signature of Renter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Staff initial:\_\_\_\_\_\_\_\_\_\_\_\_\_\_