

DERBY PUBLIC LIBRARY
Meeting Room Use Contract

Agreement made this _____ day of _____, between

Lessee: **The Derby Public Library, 313 Elizabeth Street**, rents to *Lessor*:

_____, having an address of

_____ for _____

to be held in the Meeting/Multi-Purpose Room, on the upper/lower level of the library for

the period from _____ to _____

on _____, including the use of facilities as

described in the *Meeting Room Guidelines and Regulations*, and agrees to pay the

Derby Public Library a fee of _____, whereby a receipt will be given

upon payment. Approximate number of people who will attend is _____.

The *Lessee* agrees to surrender the **Derby Public Library** premises at the expiration of the term in as clean and good condition as it was at the commencement of the term and to use the designated premises for only the purpose described herein.

Agreement:

I have received and read a copy of the *Derby Public Library Meeting Room Policy Guidelines* and regulations and understand that once signed, this signifies that my organization agrees to abide by the conditions specified therein.

Signature of Authorized Representative _____ Date _____

Organization _____

Signature of Authorized Representative _____ Date _____

Derby Public Library

