

HOMER PUBLIC LIBRARY: FACILITY RESERVATION (AFTER HOURS)

This application is not complete until approved by the library director. Do not advertise your event or assume your request has been approved until you receive confirmation from staff and fees are paid.

Submit this form in person or email to circ@ci.homer.ak.us.

Event Information	
Date:	
Start time (including setup):	End time (must clean up by):
Name of organization:	
Person responsible during event:	
Mailing address:	
Phone:	Email:
Subject or purpose of event:	
Estimated attendance:	
Library hours are Mon/Wed/Fri/Sat 10:00-6:00 and Tues/Thurs 10:00-8:00.	
Library Area Requested	
<input type="checkbox"/> Meeting Room (\$50/hour)	<input type="checkbox"/> Entire facility, excluding staff workspace (\$300 deposit, plus \$300 facility use fee and \$50/hour for staff supervision)
<input type="checkbox"/> Fireplace Lounge (\$50/hour)	
<input type="checkbox"/> Children's Library (\$50/hour)	
Equipment Needs	
<input type="checkbox"/> Electric tea kettle	<input type="checkbox"/> Digital projector
<input type="checkbox"/> 12-cup coffee maker	<input type="checkbox"/> Library laptop
<input type="checkbox"/> Portable projector screen	<input type="checkbox"/> Slide or 16mm projector
<input type="checkbox"/> Document camera (digital overhead)	<input type="checkbox"/> Overhead projector
Various items of furniture and electronic equipment are stored permanently in the meeting room. If you need to rearrange and/or use any of this equipment, please ask staff for assistance.	

Continued on reverse

Guidelines for Using Library Facilities After Hours

The library's rules for user conduct apply during all times, regardless of whether the library is open to the public. The following specific requirements apply to after-hours facility use:

- Facility use may only be requested by a responsible party age 18 or older. The responsible party agrees to ensure that library policies will be followed and accepts financial responsibility for any charges incurred by the group for damage to the building or equipment (beyond normal wear).
- The responsible party must check in with staff before and after an event. Library staff must be notified of cancellations before the event's scheduled start time. Failure to notify staff in advance may disqualify the user from future use of the facility.
- Users are responsible for cleanup and for any damage to the facility, its grounds or contents.
- The library does not assume liability for damage to or loss of personal property, or for any personal injury, which occurs as a result of the actions of the sponsors or participants.

This after-hours facility use agreement must be approved by the library director and all fees must be paid before a reservation is considered confirmed. Full payment is due within 30 days of confirming a reservation, or with the return of this agreement if confirming less than 30 days before the scheduled start time. The responsible party is liable for full rental fees unless the library receives a written notice to change or cancel the confirmed reservations at least 30 days in advance of the scheduled event.

The responsible party must initial and sign below:

- ☐ As the responsible party, I understand that I must provide a valid ID and signature to gain access to the facility.
- ☐ I have read the library's policies and I accept responsibility for ensuring that I and my attendees abide by those policies.
- ☐ If approved, I will not publicize my meeting in a way that suggests library sponsorship or affiliation.

Signature of responsible party:				Date:	
Signature of library staff:				Date:	
<input type="checkbox"/> Tent. on cal.	<input type="checkbox"/> Approved	<input type="checkbox"/> Confirmed	<input type="checkbox"/> On cal.	<input type="checkbox"/> Deposit	<input type="checkbox"/> Paid in full

