

APPLICATION for PALM HARBOR LIBRARY ROOM RESERVATIONS

Date of Application: _____ 20 _____

Applicant (Group): _____

Group Representative:

Name _____

Address _____ Zip _____

Telephone _____ Cell Phone _____

Email _____

I authorize the following for use as contact information to be posted on the library's online calendar.

Name _____

Phone and/or Email Address _____

Date(s) of Requested Use: _____

(All cancellations must be made at least 72 hours in advance of the reserved date or rental fee, when required, will be forfeited and/or privilege of future use may be denied.)

Actual Program Time: _____ to _____

Each program **must be set up and taken down by** those sponsoring the program. One half hour is the recommended amount of time allotted for both setting up and taking down. Rooms must be vacated and straightened fifteen minutes prior to the library's closing. Will your organization require this time? **YES** _____ **NO** _____

Amount of time before _____ Amount of time after _____

Purpose of the program/event/meeting: _____

Estimate of people attending: _____

The library must be notified at least one week in advance of all equipment needed. Will your organization be in need of:

Chairs YES NO Number _____

Tables YES NO Number _____

Podium YES NO

Screen YES NO

Easel YES NO

Kitchen Facilities YES NO

Other _____

Refreshments:

(An additional \$50.00 deposit is charged to groups serving refreshments. This deposit is refundable unless custodial services are required to clean soiled carpets, repair damages that have ensued, etc.)

Deposit Paid \$ _____ Date _____ Received by _____

Deposit Refunded \$ _____ Date _____ Refunded by _____

Applicable Fee: There is a fee of \$60.00 per hour for use of the entire Community Room, \$35.00 per hour for half of the Community Room and \$35.00 per hour for use of the E. W. Martin Conference Room * assessed to all businesses located **within** the Palm Harbor Taxing District ** and \$75.00 per hour for use of the entire Community Room, \$40.00 per hour for use of half the Community Room and \$40.00 per hour for use of the E. W. Martin Conference Room assessed to those businesses located **outside** this district. The fee is due when the application is submitted. Cancellations must be made 72 hours prior to the scheduled event in order for the applicant to receive a full refund.

WITHIN PALM HARBOR TAXING DISTRICT

Community Room _____ ½ Community Room _____
E. W. Martin Conference Room _____

OUTSIDE PALM HARBOR TAXING DISTRICT

Community Room _____ ½ Community Room _____
E. W. Martin Conference Room _____

Fee Paid \$ _____ Date _____

Disclaimer: Palm Harbor Library does not assume responsibility for loss, theft, or damage to any personal item that is used or left in any of the meeting rooms.

I am the authorized representative of the organization named above as applicant. I have read the "Palm Harbor Library Room Reservation Policy" and agree that all persons in the group will comply with the stated rules and regulations. All persons in the group accept responsibility for any damage to library property and will report such damage to library staff. I shall be responsible for assuring that the room is left in the same condition it was found. I understand all fees may be non-refundable upon cancellation.

Applicant: _____ Approved by _____

Date: _____

*The E. W. Martin Conference Room is for adult, business-style meetings only.

** The boundaries of the Palm Harbor Taxing District are Klosterman Road to the north, Curlew Road to the South, Lake Tarpon to the east and the Gulf to the west.

(OFFICE USE ONLY)

Palm Room _____ Harbor Room _____ Flexible _____ Whole Room _____ E. W. Martin Conference Room _____

Booked: Calendar _____ Online Library _____ Online Community _____

Confirmed Booking on _____

FAX TO: (727) 785-6534

