



ROUND ROCK PUBLIC LIBRARY ROOM RESERVATION AGREEMENT FORM

216 E. Main, Round Rock, Texas 78664 * 512-218-7005 * FAX: 512-218-7061 * EMAIL: tsides@roundrocktexas.gov
www.roundrocktexas.gov/librarymeetingrooms

Reservations are made on the hour or half hour **and must include set-up and re-set time.** Reservations after hours will be subject to a Library attendant being present. Hourly Rates are not prorated. **Full payment, a completed Agreement form, are the only guarantee that a room is reserved for you.**

Circle room needed: Room A Room B Room C Other _____		Date(s) of use: _____ (Long term, use below) 1 _____ 2 _____ Other: _____	Time(s) of use: _____ Total hours: _____
• Private • Non-profit (Tax ID# _____) • For-profit • Government Agency ORGANIZATION: _____ CONTACT NAME (Must be present for reservation): _____			
Address: _____		City: _____	State/ Zip _____
Work phone _____	Home phone _____	E-mail _____	Name and phone of 2nd contact: _____

FEES: Refer to the Meeting Room fee schedule

Room	Fee		Security deposit	Equip* Y/N	Total
Room A			\$100.00		
Room B			Not refunded 14 days or less prior to event		
Room C			\$160.00		
			Not refunded 14 days or less prior to event		

*Available Equipment Included: Projector, (User provides the laptop with HDMI cable. Orientation for use of equipment is required)

*I understand the terms and conditions for meeting room use as outlined in the **Guidelines for Meeting Room Use**, provided to me, and will comply with all requirements.*

Signature _____ **Date** _____

FOR OFFICE USE ONLY:		Accepted by:	
DEPOSIT AMOUNT: \$	RENT AMOUNT: \$	• Cash • Check, # _____ • Credit Card	
		Confirmed or Refunded (circle one)	
DEPOSIT DATE:	RENT DATE:		
		• Library co-sponsored • Waived	
DEPOSIT RECEIPT #:	RENT RECEIPT #	• Orientation completed	
Cancellation date: _____ (Must be on or before the refund deadline shown above to have deposit returned)			
Cancellation Received by (check): <u>Phone</u> • <u>Mail</u> • <u>E-mail</u> •			
Cancellation Contact Info:		Date: _____ CR to AP for return of deposit	