

Jackson/Madison County Library  
Policies and Procedures

For Use by Library Staff Only:		
Today's Date:		
Hold till Date:		
Confirmed	Cancelled	Staff Initials:

(Circle One)

**Event Worksheet**

Name of Lessee Group \_\_\_\_\_

Day(s) and Date (s) of Event \_\_\_\_\_

Time the meeting(s) starts \_\_\_\_\_ circle a.m. or p.m.

Rental Hours (including set up & clean up)

Beginning rental time: \_\_\_\_\_ (circle) a.m. or p.m. Ending rental time: \_\_\_\_\_ (circle) a.m. or p.m.

Contact Person \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

(The Library will work with this person exclusively during the rental period of this agreement. The contact person is the responsible party and must be present at walk-through and during the meeting to implement the rental agreements, user guidelines and policies.)

Contact Email: \_\_\_\_\_

Contact Address: \_\_\_\_\_

\_\_\_\_\_

**Describe Your Plans:**

\*\*Lessee is responsible for set up of room.

What type of meeting will take place? \_\_\_\_\_

Room Requesting (circle one)    Program Center                      Board Room                      North Branch

Number of expected guests: \_\_\_\_\_

How many tables will you need? \_\_\_\_\_ How many Chairs? \_\_\_\_\_

Will audio-visual equipment needed? If so, what equipment?

**Program Center** : Projector \_\_\_\_\_ Microphone \_\_\_\_\_                      **Board Room**: TV Screen \_\_\_\_\_

News Media expected? \_\_\_\_\_

Special Needs: \_\_\_\_\_

IMPORTANT NOTICE: The library has posted hours for when the library is open.

**Total Fees for Meeting Room Services:**

Room Rental fee per meeting \$ \_\_\_\_\_ Rental fee check # \_\_\_\_\_ Total Amount Paid \$ \_\_\_\_\_

Number of Guests who attended Meeting: \_\_\_\_\_

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## **Rental Agreement**

These Guidelines and Policies and the Rental Agreement form the rental contract and are the binding agreement between the Jackson Madison County Library and the group (lessee) leasing space. This instrument made and entered into on the date shown below, by and between the Jackson Madison County Library, hereinafter referred to as "Lessor" and the group represented by the signer below, hereinafter referred to as "Lessee". Lessor hereby leases the Jackson Madison County Library's meeting room space for the rental period specified on the Event Worksheet. Said lease is made under the following terms and conditions:

1. In consideration of being granted permission to use the meeting room space, Lessee does forever release and discharge the City of Jackson and Madison County, its successors and assigns, and its officers, employees, agents and their heirs, administrators, and executors from any and all causes of action, claims, damages, liability, and loss of services which the Lessee may have against the City of Jackson and Madison County, its successors and assigns, and its officers, employees, agents and servants and their heirs, administrators, and executors resulting from any damage or injury which may or might be suffered while the Lessee has the use and/or custody of the meeting room.
2. The Lessee does further covenant with and agree to indemnify and hold harmless the City of Jackson and Madison County, its successors and assigns, and its officers, employees, agents, and their heirs, administrators, and executors from all damage, expense, and liability that may or might be incurred while the undersigned has use and/or custody of the meeting room.
3. The premises are to be used for the meeting or function specified on the Event Worksheet only, and no other purpose.
4. It is agreed that the Lessee shall take good care of the premises hereby leased and the appurtenances thereof, and shall abide by the terms of this agreement and at the end of the rental term shall deliver up said premises in good order and condition.
5. The Lessee does further agree to replace and/or repair any and all damage to the library building and grounds and to replace and/or repair any and all personal property therein which may or might be damaged and/or lost while the Lessee has the use and/or custody of the meeting room. Failure to pay any damages will prohibit future use of the facility. It is suggested that the undersigned consider purchasing liability insurance to cover damages and/or injuries.
6. Lessee acknowledges that this agreement and the information provided on the event worksheet are public record and must be provided to the public if requested in accordance with Tennessee law.

The Lessee acknowledges that he/she/it has reviewed the policies adopted by the Lessor for the use of the meeting room and agrees to abide by such policies.

**I/WE, THE UNDERSIGNED, HAVE READ THE ABOVE RENTAL AGREEMENT, FULLY UNDERSTAND ITS LEGAL MEANING, AND ACCEPT THE RESPONSIBILITIES OF THE LESSEE.**

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**AGREED AND ACCEPTED BY LESSEE:**

Name of Contact/Person Responsible for Lessee/Group: \_\_\_\_\_

Lessee Signature: \_\_\_\_\_

Library Staff Signature: \_\_\_\_\_