

**Fort Myers Beach Public Library District**  
2755 Estero Blvd, Fort Myers Beach, FL 33931

# Reservation and Liability Form

Community Room A & B together hold a maximum of 110 people in auditorium-style seating.  
Each room holds 55 people.

Name of organization/group: \_\_\_\_\_

Type of group:  Nonprofit 501(c) 3  Nonprofit 501(c) 6 or 7  Private/For Profit/Business

Contact person: \_\_\_\_\_ (must be 21 and Fort Myers Beach District resident)

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

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of Person(s) supervising event (if different than Contact): \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date(s) of the event: \_\_\_\_\_ Hours: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Expected Attendance: Adults \_\_\_\_\_ Children \_\_\_\_\_

How is room to be set up: ( ) head table with chairs and then rows of chairs

( ) tables in a U-shape with chairs on both sides

( ) \_\_\_\_\_

Reservation to be accompanied by applicable fees

\_\_\_ \$ \_\_\_\_\_ non-refundable utility/maintenance (\$15.00 Room A or B, \$30.00 if both rooms)

\_\_\_ \$ 75.00 refundable deposit (if room left in condition as found)

\_\_\_ \$ \_\_\_\_\_ Outside Library Hours (60 / 80 / 120 - less 4 hours; 120 / 150 / 180 - 4 or more hours)

\_\_\_ \$ \_\_\_\_\_ During Library Hours (20 / 60 - less 4 hours; 50 / 120 - 4 or more hours)

\_\_\_ \$ \_\_\_\_\_ DVD player (15 / 25)

\_\_\_ \$ \_\_\_\_\_ Projection screen (15 / 25)

\_\_\_ \$ \_\_\_\_\_ Microphone (15 / 25)

\_\_\_ \$ \_\_\_\_\_ Electronic Technician Assistance

\_\_\_ \$ \_\_\_\_\_ Group bringing in own food per guidelines (15)

\_\_\_ \$ \_\_\_\_\_ Use of Galley

\_\_\_ \$ \_\_\_\_\_ Additional security

\_\_\_ \$ \_\_\_\_\_ Cleaning

We have read and agree to abide by the Fort Myers Beach Public Library Community Room guidelines and indemnify and hold harmless the Fort Myers Beach Public Library and its officers, directors, volunteers, agents and employees from and against all losses, damages, claims, costs and expenses arising from injury or death of any person(s), or damage to property resulting from any act or omission of such users or their employees, agents, representatives, guests, invitees, or the general public to the extent that such losses, damages, claims, costs and expenses arise in connection with or relate to the organization's or individual's use of the facility.

The undersigned is authorized to execute this agreement on behalf of this organization.

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_