

# HCL Meeting Room Agreement

Hours of Usage	1 Room	2 Room	3 Room
1-4 Hours	\$25	\$50	\$75
4+ Hours	\$50	\$100	\$150

\*Hours of usage include the total time involved in the meeting, from the time the organization requires the room, for assembling, set-up or other purposes, to the time the room is cleaned and vacated.

Contact Information	
Name of Organization	
Contact Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Requested Availability	
Rental Date	
Rental Time	
Estimated Duration of Room Usage	
Number of Rooms	
Total Due	

Which of the Following Descriptions Best Fits Your organization?			
Non profit	<input type="checkbox"/>	Educational	<input type="checkbox"/>
Private business	<input type="checkbox"/>	Government	<input type="checkbox"/>
Club	<input type="checkbox"/>	Other	<input type="checkbox"/>

Agreement and Signature	
I certify, by my signature, that I have received, read and understood the conditions for use of this facility, including the Hillsdale Community Library Meeting Room Policy, and agree to abide by the conditions, rule and regulations stated therein, and that the above information is accurate.	
Name (printed)	
Signature	
Date	