

CITY OF OAK RIDGE PUBLIC LIBRARY AUDITORIUM
RENTAL APPLICATION

Contact or Organization Name: _____

Address: _____ Phone: _____

Date(s) of Use: _____ Time: _____

Number of People: _____ Purpose of Renting: _____

There are 100 chairs with one 6 ft. table in back of room, and one 5 ft. table in front of stage available in the room. There is a podium on the stage, one pull-down screen and a chalkboard.

1. Are funds being raised through merchandising, admission charges, or for private profit? _____
2. Are alcoholic beverages being served? _____ (Insurance and Permits required)
3. Is food or drink being served? _____ (See kitchen usage below)

FEE INFORMATION: (Fees are due 48 hours in advance.)

1. Room Rental: \$ _____ per hour X _____ hrs. = \$ _____
2. Room Rental: Four (4) hour block rate = \$ _____
3. Room Rental: Eight (8) hour block rate = \$ _____
4. All Day Rate: = \$ _____
5. **OVERTIME:** (for activities held outside of normal Library Business hours with Director approval.)
\$20.00 x _____ hrs. = \$ _____
6. Kitchen Usage: (Based on classification.) = \$ _____
7. Room Set-Up fee: \$25.00 = \$ _____
(You may set-up the room without charge.)

TOTAL AMOUNT DUE: \$ _____

AGREEMENT

I hereby affirm I have read and will enforce the rules listed on the back of this form, pertaining to the use of the Oak Ridge Public Library auditorium and accept responsibility for the fees that pertain to this usage.

Applicant's Signature: _____ **Date:** _____

Revised 02/19

Accepted by: _____ Date: _____ Classification: _____
Payment Accepted by: _____ Amount: _____