



## The Town of Prescott Valley

Prescott Valley Public Library  
7401 E. Civic Circle  
Prescott Valley, AZ 86314  
928.759.3090  
(rev. 5/17)

# LIBRARY ROOM RENTAL AGREEMENT

Organization/Purpose of Use	
Responsible Person	
Mailing Address	
Phone Number / Email address	/
Date and Time of Use (including set-up and take-down)	Date(s) _____ Start Time _____ am/pm End Time _____ am/pm
Number of Participants	

- Reservations can be made up to six months in advance of event or meeting.
- All required fees and charges shall be paid at least 10 business days prior to the date of the event to ensure availability of facilities.
- In the event fees and charges are not paid in a timely manner, the reservation shall be cancelled.
- Two day notice of cancellation required for room rental refunds.
- **A \$100.00 refundable deposit is required at the time of reservation.**  
Refundable deposit will be returned to the renter within 10 business days of the rental.
- **All setup and cleanup is the responsibility of the renter.**

## AVAILABLE FACILITIES

## HOURLY RATES

	<u>Resident of PV</u>	<u>Non-Resident</u>
<input type="checkbox"/> Auditorium / Council Chambers .....	\$100	\$133
<input type="checkbox"/> Auditorium / Council Chambers / Crystal Room .....	\$115	\$153
<input type="checkbox"/> Crystal Room .....	\$ 50	\$ 66.50
<input type="checkbox"/> Crystal Room with Viewing Terrace .....	\$ 60	\$ 80

**\$100 refundable deposit is required at the time of reservation, as stated above.**

☐ **It is my responsibility to inform and enforce the rules and regulations of the facility with all members of my group. Failure to abide by these rules and regulations could result in immediate loss of privileges for current and future use.**

- ☐ I am aware that alcoholic beverages and glass containers are not allowed in the facility, parking lot or Library grounds.
- ☐ I am aware that I am responsible for my own setup and clean-up of the facilities rented.
- ☐ I have seen the room I am reserving and am familiar with its overall condition.
- ☐ I am aware that due to the effects of previous users, the facilities may not be as clean as when routine maintenance was completed.
- ☐ I am aware that sound from audio equipment, operated at a volume so as to be audible outside a closed door, is too loud.
- ☐ I am aware that no changes in the physical appearance of any room shall occur, including placing tacks/staples in the woodwork.
- ☐ I am aware that the furniture and equipment found both within and outside of the room are to remain in their proper location.

I/We have read the policies, rules, regulations and fee charges and agree with these as stated. (A copy of the Facility Use Policy is available for review in the Parks & Recreation Office). Any deviations from the stated policies, rules or regulations must be approved in writing by the Town of Prescott Valley Parks & Recreation Director, or designee, at least thirty (30) working days prior to use of the facility. Any deviations from the stated fees must be requested in writing at least sixty (60) days prior to use of the facility and must be approved by the Prescott Valley Town Council.

**I/We agree to hold the Town of Prescott Valley harmless and will indemnify the Town of Prescott Valley for damages sustained as a result of an injury or property damage resulting from the use of Town property for which the Town of Prescott Valley may be held liable in connection with this request for use of Town property. Further, the Town shall be indemnified by the undersigned for any and all loss or damage occurring to any Town property during the events for which the property is rented.**

Responsible Person/Title \_\_\_\_\_ Date \_\_\_\_\_