

**Oxford Public Library
City of Oxford
Facility Application**

Please sign both forms and return to: Oxford Public Library
110 East 6th Street
Oxford, AL 36203

Phone-256-835-6123 Fax -256-835-6140

Facility to be used: Large Room _____ Half Room _____ Quarter Room _____

Organization to use facility: _____

Date: _____ Time: _____ to _____

Description of activity: _____

A key deposit of \$10.00 is due upon confirmation of use of the facilities. All remaining fees must be paid at least two (2) weeks prior to scheduled event. After the event, when the room is checked and the key turned in, refund of the deposits will be made. Correct cash is required –NO CHECK or CREDIT CARD. I understand that if the room and surrounding area is left unacceptable to the Director, or trash is left, I will not receive my deposit back.

I will bring my own trash bags and REMOVE TRASH when I leave. I will clean where food has been served (a vacuum cleaner is provided) and I will turn off all lights that I turned on. I will not attach anything to the walls. I will check to make sure all doors are securely locked upon leaving the building.

Room Fees:

Large Room - \$300.00
Capacity – 300 people
(Cleaning deposit -\$100.00)

Half Room - \$150.00
Capacity – 150 people
(Cleaning deposit - \$75.00)

Quarter Room - \$75.00
Capacity – 75 people
(Cleaning deposit - \$35.00)

Key # _____ Out _____ Returned _____

All requests must be made to the Oxford Public Library at least 30 days prior to the event to insure availability.

The undersigned individual, on behalf of the above named organization, agrees to be entirely responsible for any and all losses, damages, or injuries to property owned by the City of Oxford while that organization or their guests are on City property.

Signature _____

Printed Name _____

Address _____

Phone _____ Bus.Phone _____

STATE OF ALABAMA
CALHOUN COUNTY

This agreement, made and entered into on this the _____ day of _____, 200__ by and between the Oxford Public Library, hereinafter called the Lessor and _____ hereinafter called the Lessee.

WITNESSETH:

The Lessor does hereby lease and let unto the Lessee the premises and facilities, namely Oxford Public Library, belonging to the City of Oxford.

From _____ .m., until _____ .m., on the _____ day of _____, 200 __, for a rental of _____ subject to the following terms and conditions:

1. Lessee shall deposit \$_____ with Lessor upon execution of this document. The amount of deposit will be refunded upon completion of this lease agreement, otherwise in case of default by Lessee, the specified deposit shall be retained by the Lessor.
1. The Lessee with groups of 100 or more shall provide Lessor with \$100,000.00 or more liability insurance policy, indemnifying Lessor from hurt, loss, damage, penalties or any other liabilities.
1. The Lessor shall in no way be responsible for any physical injuries incurred by the Lessee or any members in attendance during the term of the lease, and the Lessee does hereby expressly assume any liability for such injuries so received.
1. The Lessee shall be responsible for any damages caused to the premises and shall pay upon demand to Lessor for damages so inflicted.
1. This agreement shall also be subject to further terms and conditions which are made a part of the within agreement as if set out in full.

WITNESS OUR HANDS AND SEALS THIS THE _____ DAY OF _____, 200__.

OXFORD PUBLIC LIBRARY – LESSOR

BY: _____

LESSEE

BY: _____

