TILDEN PUBLIC LIBRARY LIED AUDITORIUM RENTAL CONTRACT

The Auditorium is available to individuals and/or groups for private functions, and to non-profit organizations for meeting of an educational, civic, or cultural nature open to the public. The rental fees are: 4 hours or less - $50; over 4 hours - $100. Rental of the auditorium will be secured in advance with an authorized signature on this rental contract. The renter assumes responsibility for damages to the auditorium, surrounding rooms, and any equipment used.

GROUP/ FUNCTION NAME: _____

REQUESTED USAGE DATE: _____ TIME: _____

EVENT PURPOSE: EDUCATIONAL _____ CIVIC _____ CULTURAL _____ PRIVATE _____

APROXIMATE MAXIMUM NUMBER OF GUESTS ATTENDING: _____

CONTACT PERSON: _____

ADDRESS: _____ CITY _____ ST_____ ZIP_____

PHONE:_____ E-MAIL_____

EQUIPMENT REQUIRED:

OF 5' ROUND TABLES _____ # OF CHAIRS PER TABLE _____ (6 MAX PER TABLE)

OF 8' RECTANGULAR TABLES _____ # OF CHAIRS _____

PROJECTOR / SCREEN____ PODIUM W/ WIRELESS MIC____ *or* STD MIC____ PIANO ____

I certify that I was given and have read the **Auditorium Use Policy** and agree to comply with it.

AUTHORIZED SIGNATURE _____ DATE_____

Revised and Approved by the Tilden Library Board on May 12, 2025