

RENTAL AGREEMENT FOR THE MEETING ROOM

DATE: _____ **REQUESTED BY** _____

UNIT # _____ **RENTAL DATE** _____

I AGREE TO PAY \$100 FOR THE RENTAL OF THE FIFTH FLOOR MEETING ROOM.

I UNDERSTAND THAT A SECURITY DEPOSIT OF FIVE HUNDRED DOLLARS (\$500) IN CASH IS REQUIRED, DUE AND PAYABLE BEFORE THE RENTAL DATE. THE SECURITY DEPOSIT WILL BE REFUNDED AFTER IT HAS BEEN ASCERTAINED THAT THERE HAS BEEN NO DAMAGE TO THE LIBRARY/MEETING ROOM OR ITS CONTENTS. IT IS FURTHER UNDERSTOOD THAT THE ROOMS(S) MUST BE RETURNED TO, AND LEFT IN, THE CONDITION IN WHICH IT WAS FOUND PRIOR TO THE RENTAL.

GUESTS MUST PARK IN THE VISITOR PARKING AREAS AND SOMEONE MUST BE IN EACH LOBBY TO ACCESS GUEST INTO THE BUILDING.

DATE

SIGNATURE

Please remember to keep the corridor door closed at all times.