

## **TABLE RENTAL POLICY**

Ten (10) commercial folding tables will be available for rent by community members of North Judson-Wayne Township Public Library District, Friends of the Library, or patrons in good standing. Each table will rent for one dollar (\$1) for a twenty-four (24) hour period.

A twenty-five dollar (\$25) refundable security deposit, payable in advance, will be required for any number of tables rented. A rental contract must be signed as the person borrowing the table(s) is responsible for repairs and/or replacement costs of damaged, destroyed, or lost table(s). Persons renting table(s) are responsible for removing them from and returning them to the Library. In case of damage, the deposit is non-refundable and will be applied to the price of repair/replacement of the damaged table(s). Costs will be assessed in reference to the current replacement value of an identical or similar table.

Revised 10/9/2001  
Reviewed 4/13/2004  
Reviewed 6/12/2007  
Revised 8/14/2012  
Revised 10/12/2017

## TABLE RENTAL AGREEMENT FORM

(Please submit 1 copy for the Library and retain 1 copy for your records.)

DATE OF APPLICATION (at least three days before use) \_\_\_\_\_

DATE OF USE \_\_\_\_\_

(Note: Use other than during regular open hours of the Library requires special arrangements.)

NAME OF ORGANIZATION OR GROUP \_\_\_\_\_

RESPONSIBLE CONTACT PERSON \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

\*\*\*\*\*

I have read and understand the policy regulating the rental of the tables. I agree that the organization or group listed above is, through me, responsible for an violations of the regulations and/or damage to the tables incurred during or in connection with the proposed purpose of use. Any infraction may result in fees and/or loss of future use of the tables.

PRINTED NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ POSITION IN ORGANIZATION \_\_\_\_\_

\*\*\*\*\*

APPROVED \_\_\_\_\_ DATE \_\_\_\_\_