

RUSSELL & DISTRICT REGIONAL LIBRARY GALLERY RENTAL AGREEMENT

Russell Library Rental Policies:

1. Gallery/Meeting space is available to rent.
2. Rent is \$10.00 per hour (when library is open to public) and \$25.00 per hour at any other time
3. Basement space is being rented as per existing annual rental agreements
4. If meeting continues after posted closing time, the rent will increase to \$25.00 per hour

Name of Organization: _____

Date & Time Requested: _____

Personal Responsible for Payment: _____

Billing Address: _____

Contact Phone Number: _____ **Alternate Number:** _____

Event Being Held: _____

The Russell Library has available computer for gallery use, screen and projector.
The Library would appreciate a donation for use of the equipment.

Booking Date: _____

Confirmation Given: _____

Renter Signature: _____

Library Signature: _____