

REQUEST TO USE LIBRARY FACILITIES

Name of Organization _____

Address of Organization _____

Name of Authorized Representative _____

Address of Representative _____

Date of Use _____ Time _____ Library _____

Describe type of program or use _____

Approximate number of people expected _____

Facilities and equipment required: *(Consult library's list of available facilities and equipment and state requirements below.)*

Facility Rental Charge:	\$ _____
Security Charge:	\$ _____
Custodial Charge:	\$ _____
Equipment Charge:	\$ _____
Other Charges:	\$ _____
TOTAL CHARGES	\$ _____

I hereby certify that the above information is accurate. I have read and understand the conditions for use which appear on the back of this form. I understand that the State of Hawaii is released from any responsibility or claim arising out of injuries or damages incurred during the use of the buildings, facilities and grounds. I understand that all state and county laws, ordinances and rules must be complied with, and that in the event any damage to the building, its appurtenances or grounds or any damage or loss of equipment occurs which is related to this use of the building, the authorized representative of the organization named above will be responsible for charges for such damage/loss. I further understand that if library personnel are required to return to the facility to secure it because of our failure to do so, or to reopen it at our request, the authorized representative shall be assessed the labor and material cost incurred by the library personnel. I understand that the authorized representative will within 30 days after being duly and properly notified, forward to the State of Hawaii such amounts as may be required. I understand that I shall secure all necessary performance licenses prior to use of the facilities and shall indemnify the library and/or system for any failure on my part to do so. I understand that the Hawaii State Public Library System is merely allowing the use of the facility and is not endorsing or affiliated with this use. I understand that we, (the authorized individual, representative, organization, or company using the library facilities) shall not deny to anyone admittance or access to library facilities on the basis of race, religion, color, national origin, sex, including gender identity or expression, sexual orientation, age, disability, ancestry, or marital status. I accept these conditions and will not deny use of the library facility on these bases.

Date

Signature of Authorized Representative

Approved _____

Library Manager

NOTICE: Failure to pick up facility key during library hours will cancel this agreement.

CONDITIONS FOR USE OF LIBRARY FACILITIES

Library facilities such as meeting rooms and courtyards may be available for public use at selected public libraries. Use of such facilities shall not disrupt the normal operations of the library. Priority use shall be given to library sponsored and co-sponsored events.

The charges for library facility use are as follows:

- No charge for library sponsored or co-sponsored events;
- \$20 per event/day/area for government agencies;
- \$25 per event/day/area for any nonprofit educational, civic or cultural organization for events at which no admission is made, collection taken, or donation received;
- \$100 per event/day/area for any organization for events at which an admission or registration fee is charged, collection taken, or donation received;
- \$100 per event/day/area for any for-profit organization.
- Audiovisual equipment may be available for a charge of \$10 per item for each event/day.

Reservations for each facility-including equipment, security, and custodial services-shall be made by an authorized representative no more than twelve calendar months in advance. The key shall be picked up by the authorized representative during normal library operating hours. Duplication of any key is strictly forbidden. Payment shall be made when the key is picked up, and may be made by cash, check or money order.

Refreshments may be served at meetings and kitchen facilities may be used where available. Smoking, consumption and use of alcoholic beverages and illegal substances are prohibited. Comply with all state and county laws, ordinances, and rules.

The State of Hawaii is released from any responsibility or claim arising out of injuries or damages or both incurred during the use of the buildings, facilities and grounds.

The authorized representative shall be responsible for the cost of repairs for damages incurred to buildings, grounds, and equipment whether accidental or otherwise at the time of use, and for the following after the event is concluded:

- equipment, lights and air conditioner(s) to be turned off;
- doors and windows to be locked;
- facilities to be left as found when entering;
- kitchen to be clean;
- trash to be removed from the premises;
- key to be returned by placing in the library's book drop.

If the library facility needs to be cleaned and trash removed after use, the authorized representative will be assessed custodial charges. If the facility is not properly secured and library personnel are required to return and secure the facility, or if library personnel are requested to return and re-open the facility after it has been secured, the authorized representative shall be assessed the cost of such return. Custodial and security charges and return costs shall be determined by the Hawaii State Public Library System.