

# Resource Center Rental Contract

Name/Organization of renter \_\_\_\_\_

Phone:

Date Requested: \_\_\_\_\_

Event Time: (please included all time needed including set up and clean up) \_\_\_\_\_

Please Circle Which Applies to Your Event:

Non Profit Event

For-Profit Event

Upstairs Area Needed

Basement Needed

Kitchen Will be Used

Type of Event: (bridal shower, board meeting, etc)

-----  
I have read and understand the rules and regulations regarding the use of the Tarkio Resource Center. I will return the key the first weekday following the event at the arranged place. If any damage occurs while using the facility, a written report of the damage will be made and given to the Atchison County Library Director. The person or persons using the facility are responsible for repairs or replacements. I understand that if rules and regulations are not followed, I or my organization will be denied future use of the Resource Center.

-----  
Signature of Renter

\_\_\_\_\_ Date

Please return this page at time of payment