



Tigard Public Library

13500 SW Hall Blvd.

Room Reservation Application

The **Community Room** is available for rental Monday through Sunday, 8:00 a.m. to 10:00 p.m.
 The **Library Conference Room** is available for rental during normal Library business hours. The minimum reservation period is two hours. **Include time in your reservation request for both set-up and clean-up.** Reservations must be made a minimum of 5 business days prior to the event.

Inquiries regarding reservations can be directed to 503-718-2641 or reservations@tigard-or.gov.

Event date: _____ Hours of reservation: From: _____ To: _____
(Must include set-up and clean-up time)

Contact person: _____ Email: _____

Organization: _____

Mailing address: _____

City: _____ State: _____ Zip Code: _____

Day phone: _____ Evening phone: _____

Phone Number To Reach You During Your Event: _____

People authorized to pick up room key from the Police Department: _____

ROOM(S) REQUESTED

Community Room

Library Conference Room

Type of event: _____

User group category:

Size of group: _____

May not exceed room capacity

- Group 1 - Tigard Resident or Non-Profit
- Group 2 - For-Profit Event by Tigard Resident
- Group 3 - General Public
- Governmental Agency

Refreshments to be served: Yes No *(if yes, pantry rental fee required)*

Room Rental Fees: The rates shown below are hourly rates.

Please see the Policies and Procedures for the definitions of the user groups.

Community Room	Group 1	Group 2	Group 3	# of Hours	=	Fee
Room rental – 160 person capacity	\$25.00	\$40.00	\$50.00	x	=	\$
Pantry rental	All groups - \$5.00 per hour			x	=	\$
Refundable Cleaning/Security Deposit (please initial here if deposit is already on file) _____						\$ 100.00
Library Conference Room	Group 1	Group 2	Group 3	= \$		
Room rental – 22 person capacity	\$5.00	\$10.00	\$15.00	x	=	\$
Party, Reception, Potluck? Add Additional Refundable \$100 Cleaning/Security Deposit						= \$

TOTAL OWING: \$ _____

Please make sure to sign the back page. Application will not be processed unless signed.

Reservations can be made by doing one of the following:

- 1) Mail in a completed *Room Reservation Application* along with full payment to the City of Tigard, Public Works Dept., 13125 SW Hall Blvd., Tigard, OR 97223 (please make checks payable to The City of Tigard)
- 2) Hand deliver the completed *Room Reservation Application* along with full payment to the Public Works Building located at 8777 SW Burnham St. Payment may be made by cash, check, Visa or MasterCard.
- 3) Fax in a completed *Room Reservation Application* **and** a completed *Credit Card Authorization* form to 503-684-8840.

I agree to protect, indemnify, and defend the City, its authorized agents, elected and appointed officials, and all employees against any and all claims as a result of persons attending any function at the facility. This provision includes any expenses incurred by the City defending such claim. I further understand the City, its elected and appointed officials, and all employees will not be held responsible for any lost or stolen articles, clothing, etc., as a result of persons attending any function in the building.

I have read the *Policies and Procedures for Reserving City of Tigard Meeting Rooms* and the information on this form. I further agree to abide by the Policies and Procedures as well as the ordinances of the City of Tigard and I accept responsibility for any violations as they may pertain to the application.

Signature _____ Date _____