

# Facility Use Application

Lee County Library System



Please use this application to reserve Lee County Library meeting rooms and/or outdoor spaces. Confirm meeting room availability with the library before submitting applications. For-profit groups may only rent rooms at the Fort Myers Regional Library campus for a fee. After filling out this form, print it, sign it and then fax or mail it to the library branch.

Note: Most library meeting room activities are open to the public and will be posted in the library and/or on the library website with an optional description at [leelibrary.net](http://leelibrary.net).

## Contact Information

Name of Group or Individual: \_\_\_\_\_ Nonprofit?:  Yes  No

Contact Person: \_\_\_\_\_

Daytime telephone: \_\_\_\_\_ Evening telephone: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

## Event/Meeting Information

Name of Library: \_\_\_\_\_

Requested Meeting Room/Outdoor Space: \_\_\_\_\_

Name of Event/Use: \_\_\_\_\_ Date of Event/Use: \_\_\_\_\_

Time of Event: \_\_\_\_\_ Setup Time: \_\_\_\_\_ Clean up: \_\_\_\_\_

Brief Description of Event: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Will this meeting be advertised as a public meeting open to the public and to video or audio taping by the news media and members of the public, or otherwise subject to the requirements of the Florida Sunshine Law, § 286.011 Florida Statutes?  Yes  No

After Hours Needed?  Yes  No  
(Only available at Cape Coral, East County, Fort Myers, Lakes, and Northwest Regional Library locations for one hour after regular library hours. Fee is \$100.00 per hour for nonprofit meetings that begin during regular library hours and is not prorated for a partial hour. Only for nonprofit meetings that begin during regular library hours.)

Equipment Request: (Not all equipment is available at all locations.)  
 TV/DVD Player  LCD Projector/Screen  Microphone  Other: \_\_\_\_\_

## Indemnity & Agreement Signature

I, \_\_\_\_\_ voluntarily agree to indemnify and hold harmless Lee County, the Lee County Library System, and any employee of Lee County against any and all claims on behalf of any person or legal entity arising from the applicant's use of premises, or from any activity permitted by the applicant in or about the premises, and will further indemnify and hold harmless the County or its departments and employees against performances of any agreements on the applicant's part, or the applicant's agents, contractors, employees, or licenses, and from and against all cost, attorney's fee, expenses, and liabilities incurred in or about any claim or proceeding brought thereon, all to the extent of the County's liability under the law. The applicant agrees to adhere to all Lee County Ordinances, the provisions of this Lee County Library System Facility Rental Application and other Lee County Library System policies.

I have received the Facility Use Information packet and agree to its terms:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR STAFF USE ONLY

Application Accepted By \_\_\_\_\_ Reservation Recorded (Date) \_\_\_\_\_

Total Rental Cost \_\_\_\_\_ Payment Received (Date) \_\_\_\_\_ Check # \_\_\_\_\_

After Hours Check Received?  Yes  No  Not Applicable